

# Kanaklata Sharma

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## HR Specialist & Recruiter

Dynamic HR Specialist and Recruiter with over 3 years of experience in full-cycle recruitment across diverse sectors. Proven track record of sourcing and placing top talent, managing high-volume recruitment, and optimizing employee engagement. Adept at handling complex visa requirements and fostering robust relationships with clients and candidates. Currently pursuing an MBA in Human Resource Management to further enhance my expertise and drive organizational success.

## WORK EXPERIENCE

### Gunjan IVF World HR Specialist

10/2023 - Present

- Spearhead recruitment for medical professionals, including IVF consultants, nurses, and other roles, utilizing diverse platforms.
- Sourcing candidates through various job portals and social media platforms like Naukri.com, WorkIndia, LinkedIn etc.
- Oversee the end-to-end recruitment process, from job profiling to onboarding, ensuring alignment with organizational culture and goals.
- Conduct in-depth screenings and interviews; negotiate salaries, and manage compensation to align with market standards.
- Develop and implement employee engagement initiatives to enhance retention and foster a positive work environment.
- Manage grievance handling and facilitate effective communication between staff and management.
- Define Key Result areas (KRAs) and Objective Key Result Area (OKRs) for various roles aligning with the competency mapping of the organization.
- Inform applicants of job duties and responsibilities, compensation and benefits, work schedules and working conditions, company policies, promotional opportunities, and other related information.
- Oversee the training and development of employees to ensure continuous skill enhancement and professional growth.
- Making a dynamic HR Dashboard depicting various stats of the Human Resource Department of the organization.

### eTeam Recruitment Specialist (US Ops)

05/2022 - 10/2023

- Source profiles through platforms and portals.
- Responsible for the complete cycle of recruitment (sourcing to onboarding)
- Screen candidates based on predefined variables, schedule discussion with tech team and the candidates
- Maintain ATS system or database of candidates.
- Use social media and other recruiting tools to source technology resources
- Strong knowledge of US visa and tax terms.
- Worked on job portals (MONSTER, DICE)
- High human resource management aptitude.
- Ability to make decisions and solve problems.
- Strong multitasking ability and organizational skills.

- Comfortable in working with top management, staff, and workers.
- Identify future hiring needs and proactively source potential hires.
- My prime responsibilities include sourcing, interviewing, and hiring IT professionals for multiple projects and assignments in the IT services industry.
- Client: Verizon, Bank of America, CVS, JPMorgan, Citi Group, Comcast, Google, Walgreen, Sony, Visa, PWC, Apple.

**IDC Technologies Solutions Pvt Ltd**  
**Talent Acquisition Recruiter**

**04/2021 - 05/2022**

- Extensive experience with high-volume recruiting responsibilities within startups and corporate environments.
- Participate in recruitment, interview, and selection of candidates for various levels of position openings, and promote a work environment that openly embraces individuals with diverse backgrounds and experiences.
- Meet established hiring targets and maintain compliance with the established reporting structure.
- Partner with hiring managers to understand the skills and background required for each opportunity, and provide expert advice and coaching to hiring managers throughout the recruitment process.
- Source, screen, evaluate, and select candidates through a structured recruitment process designed to obtain the best candidates.
- Knowledge of multiple recruiting sources, such as Dice, Monster, Corp-Corp, 3rd party vendors, independent consultants, and executing various recruiting strategies.
- Utilize a resume database for sourcing and tracking of all candidates.
- High level of proficiency with MS Outlook, Office, MS Word, and Excel software, and familiarity with Internet navigation and online recruiting technology/tools.
- Ability to handle volume recruiting in a fast-paced, (un) structured environment, adhering to strict deadlines
- Client: Johnson & Johnson, Verizon Wireless, Bank of America, CVS, Allstate Insurance, Goldman Sachs, JPMorgan Chase, Citi Group.

**EDUCATION**

**MBA in Human Resource Management**

Indira Gandhi National Open University (IGNOU)

**Bachelor of Commerce**

University of Lucknow

**CERTIFICATIONS**

**Maestro Recruiter**

Naukri.com

07/2024

**Human Resource Business Partner**

SkillDeck

03/2024

**SKILLS**

- |                                  |                       |                   |
|----------------------------------|-----------------------|-------------------|
| Ability to use positive language | Taking Responsibility | Talent management |
| Hard Working                     | Quick Learner         |                   |
| Adaptability                     | Terrific Sourcing     |                   |