

# Anju Sharma

IT Recruiter || Talent Acquisition || Operations

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## Profile Summary

Dynamic and results-driven HR professional with over 2.2 years of experience specializing in **End-to-End Recruitment** for IT, Non-IT, and Automotive sectors. Expertise in sourcing, screening, and on boarding top talent, combined with operational management to streamline HR functions. Adept at leveraging advanced ATS platforms and recruitment tools to enhance talent acquisition efficiency. Proven ability to build lasting relationships with stakeholders while ensuring a seamless candidate experience.

### Key Highlights:

- IT & Non-IT Recruitment
  - Automotive Talent Acquisition
  - End-to-End Recruitment
  - Candidate Sourcing & Screening
  - Operational HR Support
  - ATS Management (Ceipal, Zoho, Oorwin)
  - Stakeholder Engagement
  - Candidate Experience Optimization
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## Professional Experience

### Executive-IT Recruiter

#### Vega Intellisoft Pvt Ltd

Client- Capgemini

Sep 2024 – Present

- Spearheading end-to-end recruitment processes for IT and automotive sector, ensuring timely acquisition of highly skilled professionals.
- Successfully sourcing candidates for IT and Automotive roles.
- Utilizing **Oorwin ATS** to manage recruitment workflows and enhance process efficiency.
- Maintaining a collaborative relationship with candidates through regular updates and strategic insights.
- Leveraging platforms like **Naukri** and **LinkedIn** to identify and engage with top-tier talent.

**IT Roles: Java Developer, Full Stack Developer, QA Engineer, .Net Developer, Automation Architects, Cloud (AWS/Azure/GCP) Engineers, Devops Engineer, Network Engineer, Integration (Angular) Engineer, Sonic OS (Networking), Oracle DB**

**Automotive Roles: Voice Engineer, Voip Engineer, Infotainment System Engineer, UCCE Engineer, C++ & QT/QML, C++ & Middleware, C++ & (Bluetooth/Multimedia/Media Player), C++ & Projection, C++ & Gtest, C# & WPF, Embedded Engineer (C & BSP), C/C++ & Autosar, Infotainment & Robot Framework & Python, Android Application Developer, PACO Engineer**

## **HR Associate**

### **ABA InfoTech Pvt Ltd**

*Mar 2023 – May 2024*

- Managed full-cycle recruitment for **IT and Non-IT** roles while overseeing operational HR tasks.
- Successfully recruited candidates for Non IT positions. Designed and posted job descriptions for diverse roles across technical and operational domains.
- Conducted interviews to assess technical and cultural fit for various positions.
- Implemented HR policies, conducted on boarding, and handled exit formalities to ensure operational efficiency.

**IT Roles: Java Developer, Full Stack Developer, QA Engineer, .Net Developer**

**Non-IT Roles:** HR, Content Writers, Accountants, Regional Sales Managers, Product Managers, Graphic Designer, UI/UX Designer, Business Analyst, Accountant, and Project Manager.

## **HR Executive**

### **ACS Consulting Pvt Ltd**

Client: EY, PWC, KPMG, Mindtree, Capgemini, UST Global, Accenture

*Jan 2022 – Sep 2022*

- Conducted **end-to-end IT recruitment**, sourcing top talent for roles.
- Partnered with hiring managers to understand job requirements and sourced candidates through job portals and referrals.
- Ensured an excellent candidate experience by providing timely updates and feedback.

## **Profiles Worked On:**

- IT Roles: **Java Developer, Mean Stack Developer, Mern Stack Developer, Automation Architects, GCP Engineers, Network Engineer, Cloud Architects, Devops Engineers, Pyspark Architect, Snowflake Architect, Salesforce CRM, 360 Degree CRM, Cloud (AWS/Azure) Engineers**
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## **Education**

- **MBA in Human Resources and Marketing Management**  
*Gautam Buddha University, Greater Noida (2019 – 2021)*
  - **B.Tech in Biotechnology**  
*Dr. APJ Abdul Kalam Technical University, Lucknow (2015 – 2019)*
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## **Certifications**

- **Workday Certificate** (*Coursera*)
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## **Technical Skills**

- Recruitment Tools: **LinkedIn, Naukri, HIRIST, Hirect, Internshala, Monster**
- ATS : **CEIPAL, Zoho, Oorwin**
- Talent Acquisition: **IT & Non-IT Recruitment, Automotive Recruitment**
- HR Operations: **On boarding, Exit Formalities, Policy Implementation**
- Core Skills: **Screening, Head Hunting, Interviewing, Negotiation, Job Posting**