



Aditi Sharma

CONTACT

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PROFESSIONAL SUMMARY

I have worked as a full time HR Recruiter, sourcing, screening and interviewing candidates. Seeking for a position in full-fledged HR management with an established organization.

CORE QUALIFICATIONS

- Recruitment
- Candidate screening and assessment
- LinkedIn sourcing
- Naukri recruitment
- Candidate sourcing
- Relationship building
- Negotiating
- Ability to work independently
- Ability to maintain confidential information
- Strong verbal and written communication skills.



EXPERIENCE

Corporate Recruitment Associate- Channelplay Limited
06/2023- PRESENT

Career Break (Relocation)

Corporate Recruitment Associate- Channelplay Limited
05/2022 -11/2022

- Sourcing, Screening, and Interviewing the potential candidates through effective usage of all possible sources like references, head hunting, job portals, database etc.
- Ensuring Quality of hires for all positions and locations within given timelines across multiple Corporate or Project openings
- Coordination with Candidates & Interview Panel throughout the process
- Coordinate with different stakeholders.
- Scheduling interviews and managing interview logistics.
- Document collection, Salary Negotiation along with Generation of Offer Letter
- Preparation & maintenance of MIS for review with management
- Possesses strong analytical skills with ability to create and develop measures for operational efficiency.
- Ensure smooth New Joiner Onboarding & Induction

HR Intern Aapka HR Consultancy Services 04/2021 - 05/2021

- Made Job Description and Offer letter.
- Handled Recruitment and posted jobs on site.
- Recruitment through Internshala.
- Screening CVs and checking suitability of candidate.
- Aligned interviews.

Intern-Sanmarg 04/2019 - 05/2019

- Maintaining MIS
- Updating information regarding "Aprajita"



EDUCATION

PGDM: Human Resource Management and Marketing Apeejay School of Management, 2022
CGPA- 6.93

BBA
ILEAD, 2019
DGPA- 6.36

XII (CBSE)
Hariyana Vidya Mandir, 2016
CGPA- 6.5



X (CBSE)
Hariyana Vidya Mandir, 2014
CGPA- 6.0

LANGUAGES

- English
- Hindi
- Bengali

ADDITIONAL INFORMATION

- Worked in IIMTF in 2020, informed people about the fair
- Managed reception desk in Higher Education in China- Expo 2018
- Took part in Managedia Field Event in 2018
- Volunteered in Managedia Field Event in 2017
- Worked with Emerald events- Wedding event in Public Relations
- Volunteered in IIMTF, organized by GS Marketing Associates in 2016
- Managed reception desk, Worked with Emerald Events - wedding event in PUBLICRELATION.
- Volunteered and participated in MANAGEDIA FIELD EVENT (A management- media