

# AMAN SHARMA

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## CONTACT



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Palam, New Delhi

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## SKILLS

Knowledge About EPF & ESIC  
Recruitment & Selection  
Being Analytical & Data Driven  
HR Reporting Skills  
Leadership Skills  
Team Coordination  
Multitasking  
Ability to Work Under Pressure  
Managing Priorities  
Punctual

MS-Word

- Intermediate

MS-Power Point

- Intermediate

MS- Excel

- Intermediate

## PROFILE

To acquire a challenging position in an environment where I can utilize my skills and Education.

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## EDUCATION

**Manav Rachna International Institute Of Research And Studies,  
Faridabad, Haryana**

BBA (Bachelor of Business Administration)  
AUGUST 2019 – AUGUST 2022

**Ram Chandra Sanatan Dharam Public School, Delhi**

(Senior Secondary Education) CBSE  
APRIL 2018 - MARCH 2019

**Ram Chandra Sanatan Dharam Public School, Delhi**

(Secondary Education) CBSE  
APRIL 2016 - MARCH 2017

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## WORK EXPERIENCE

### HR Executive

*The Teams Alliance Pvt.Ltd*

November 2023 - February 2024


- Built strong client relationships through clear communication and understanding their hiring needs.
  - Managed full-cycle recruitment processes for both IT and non-IT positions, including sourcing, screening, shortlisting, interviewing, selecting, hiring, and onboarding.
  - Maintained transparent communication, providing timely updates and addressing inquiries promptly.
  - Coordinated multiple recruitment projects simultaneously, ensuring timely delivery to meet diverse client demands.
  - Successfully recruited candidates across a spectrum of roles, spanning IT and non-IT domains, showcasing versatility in talent acquisition.
  - Conducted thorough screening and shortlisting processes, evaluating candidate qualifications and aligning them with organizational requirements.
  - Played a key role in the candidate selection process, ensuring the identification of the most suitable candidates for open positions.
  - Managed the end-to-end hiring process, from initial contact to extending offers, ensuring a smooth and efficient recruitment experience.
  - Contributed to successful onboarding by coordinating seamless transitions for new hires, fostering a positive introduction to the organization.
  - Proactively gathered and integrated client feedback to enhance recruitment processes.
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# AMAN SHARMA

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## LANGUAGES

English 

Hindi 

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## HOBBIES

Traveling  
Bike Riding

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## WORK EXPERIENCE

### HR Intern

*M/s Sanchar Communication System*      SEPTEMBER 2022 - MARCH 2023.

- Conducting recruitment processes.
- Managing and resolving employee grievances.
- Allocating assets efficiently.
- Strategizing employee engagement initiatives.
- Facilitating asset relocation operations.

### HR Intern

*Care Health Insurance*      1 MONTH - AUGUST 2022

- Help find new team members by looking at resumes and talking to potential candidates.
  - Assist in getting new employees settled in and comfortable.
  - Keep track of important HR paperwork and files.
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