



# Sarika Sharma

## HR Recruiter

Strongly dedicated and resourceful US Recruiter in MarketSource (An Allegis Group Company). with 1.5 year+ experience and an excellent record of identifying and placing superior job candidates. Adept at networking with a variety of in-person and online personnel sources. Able to function superbly with little to no supervision or as part of a hiring team.

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## EDUCATION

### Post Graduation Diploma in Management in Human Resource Management

MATS Institute OF Management And Entrepreneurship, Bengaluru, Karnataka

06/2019 - 05/2021

70%

### B.A in English Honors

Magadh University, Bihar

06/2015 - 04/2018

58.8%

## WORK EXPERIENCE

### Internship Program

Tata Steel, Jamshedpur

12/2019 - 01/2020

### HR - Talent Acquisition Specialist Trainee

Zensar Technologies Limited

09/2021 - 08/2022

Pune, Maharashtra

#### Achievements/Tasks

- Handling responsibilities of an end-to-end recruiter like sourcing, screening, shortlisting candidate's profiles, candidates tracking and follow-up, Processing CV's, Updating/Maintaining internal Database and smooth Onboarding of the candidates.
- Conducting first level of interviews to check communication skills, domains skills, interest level, availability, salary, etc.
- Daily basis follow ups with managers for getting feedbacks and approval.
- Identifying the potential candidates through various sources like Internal Database, job portals (Naukri and LinkedIn), Mass Mailing and Referrals.
- Worked for both IT and as a Campus Recruiter & responsible for handling all junior and senior-level requirements.

### US Recruiter

MarketSource (An Allegis Group Company)

09/2022 - Present

Bengaluru, Karnataka

#### Achievements/Tasks

- Handling the complete recruitment cycle right from sourcing to post offer.
- Follow-ups and building relationships with the candidates.
- Conducting in-house interview before submitting to the client.
- Identifying potential candidates, sending recruiting emails.

## SKILLS

Time Management

Customer Relationship Management

End to End Recruitment

Microsoft (Word, Outlook, Excel, Powerpoint)

Workload Management

Multitasking

Superior written and oral communication skills

## PROJECTS (KEY LEARNINGS)

- Impact of brand awareness on Consumer or brand loyalty- A Study of packaged milk brands. (SIP Project)
- Market Survey of E-Learning Solution by Tata Steel to capture the consumer needs. (OS Project)

## EXTRA-CURRICULAR ACTIVITIES

- Attended Workshop on communication skill and personality development by MRS ANJALI AHUJA
- International Academic Exposure- Singapore 2019 (PGDM)
- Attended a workshop on Women Empowerment 2019
- Part of core team fest organized by MIME 2020
- Volunteer for CSR clean-up drive on 2019

## CERTIFICATES

- Technical Recruiting by LinkedIn
- Certification course in Talent Management
- Certification course in Talent Sourcing

## LANGUAGES

English

Full Professional Proficiency

Hindi

Native or Bilingual Proficiency

## HOBBIES

Cooking

Book Reading

Shopping

Travelling