

# Shubham Sharma

Talent Acquisition Specialist | People Management | Human Resource

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## WORKEXPERIENCE

### Senior Executive- HR

**Bada Business Pvt. Ltd.** 🏢 **March 2022-current** 📍 **Delhi** (An EdTech startup, Initiative By Dr. VivekBindra, that aims to scale up Indian MSMEs, Business Owners, Entrepreneurs and Wantrepreneurs by providing them business management tools & problem-solving content).

- Managed all phases of recruitment, including identifying hiring management needs and posting vacant positions
- Communicated the duties and responsibilities, benefits, compensation and working conditions to all potential candidates
- Employed various feedback mechanisms and analysis to continuously improve the recruitment process
- Working as a Technical/Non-Technical Recruiter and handling all IT technologies/Non-IT requirements from junior to architect level of positions.
- Activities Doing Recruitment's for across IT industry segments, Resource Augmentation and Deployment
- Experience in Full Life Cycle of Deployment of resources through Partners, Web portals, Personal Contacts, and Advertisement - Fulfilling requirements across all the spectrum of skills.
- Daily Full-cycle technical recruiting (source, screen, interview candidates, negotiate rates/Salary) and resume management
- Diverse recruiting experience sourcing talent in Information Technology utilizing search techniques (Boolean search method) and referral candidates.
- Proven track record sourcing and hiring right candidates
- Well versed with job portals like, Naukri.com, LinkedIn, Hirect, etc.
- Familiarity with IT skills, terms and acronyms as well as ability to research on new and emerging technologies to gain a better understanding.
- Developed sourcing strategy (Internet searches, Networking (active or passive) and Social Media)
- Database building and management of profiles on different skills
- Well versed with End to End recruitment
- Analysis and understanding requirements Searching/Sourcing
- Technical Screening and Candidate Assessment
- Salary/Rate Negotiation
- Interview Scheduling, coordinating and assisting

### Executive- HR

**M.B.S. Pvt. Ltd.** 🏢 **August 2020-March 2022** 📍 **Noida** (A global Business Process Management organization that provides End to End Revenue Enabling Services, Technology Solutions and back office operations)

- Arranging & conducting Interviews/Initial screening the candidates/ coordinating in recruitment processes /training programs.
- Plan interview and selection procedures, including screening calls, assessments and in-person interviews.
- Resolve grievances or queries that any of the employees have. Escalate to the right level depending on the nature of the grievance or issue.
- Engage with employees on a regular basis to understand the motivation levels of people in the organization.
- Conduct employee orientation and facilitate new comers joining formalities Maintain and regularly update (personal database, organogram) of each employee.
- Ensuring the workmen will wear uniform, ID cards and maintain safety regulation.
- Maintaining good relationship with superiors, peers and all sub ordinates and union employees to tackle the various issues.

### Intern- HR

**Fiedele IT Solution Pvt. Ltd.** 🏢 **June-July 2022** 📍 **Noida**

- Product training.
- E-mail drafting.
- Recruitment training in live environment.
- Developed strong written and verbal communication skills.
- Maintained relationships with personnel using strong collaboration and teamwork skills.

## EDUCATION

### **MBA- Human Resource Management**

**M.G. University** 🏢 2018-2020 📍 Meghalaya

### **B.Tech- Civil Engineering**

**(S.I.E.T.)U.P.T.U.** 🏢 2013-2018 📍 Gr. Noida,U.P.

## SKILLS

Technical Hiring, Non-Technical Hiring, Leadership Hiring, Excel/ Google Sheets, ATS MGT Employee On boarding, Full cycle recruiting, Communication, Decision Making, Training and Development, Organizational and Business Management, Strategic Thinking, Multitasking, Stake holder management

## Portals and Tools

Naukri.com, LinkedIn, Monster, Hirist, IIM Jobs, Hirect, Shine.com, Internshala, ApnaJobs, Work India, Ms Office

## Certification

Certified Personnel Fitness Trainer - Advance personal training, Female Fitness Training, Special Population Training - from Gold's Gym in October 2019

## Hobbies

General fitness  
Bodybuilding  
Listening music

## Personnel Information

Fathers Name: MS Sharma  
Marital Status: Unmarried  
Passport: Yes  
DOB: 06-Apr-1994