

CURRICULUM VITAE

PALAK SHARMA

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Career Objectives:

To achieve a challenging and rewarding HR career in a professionally managed organization wherein I can use my skills to the best of my abilities and be a useful asset to any organization.

Career Progression:

- **Currently working with Ample Leap Cognition & Technologies Pvt. Ltd. as HR Executive (Operations) from July 2021 to Till Now**
- **Worked with Maxi Multi services Pvt. Ltd. (Maxipay) as HR Executive from June 2019 to March 2020**

Current Job Role :

Talent Acquisition & Talent Management :

- Primary handling of the recruitment for the different manufacturing industries at the PAN level
- Analyze clients need, understanding their requirements and defining job positions.
- Resourcing, screening and short listing resumes through various job portals such as job portals(LinkedIn, Times job, indeed portal) social media, also through internal references & head hunting to build a robust candidates pipeline.
- Screen candidates by reviewing profiles through portals, and job applications and by connecting candidates over calls by mapping their interest level in the job.
- Final short listing of resumes which are aligned with the job description provided by the company
- Developed job descriptions, sourced & screened resumes, scheduled interviews process gave feedback to the candidates on time, documentation, negotiated offers & on boarding candidates if shortlisted by the company

Operations

- Conducting Effective Induction/Job Orientation Program for New Joiners
- Handling a team size of 10-15 people and individually responsible for team performance
- Client coordination at different levels
- Training and on boarding new employees, and conducting orientations for new staff hires for their development
- Organizing company events such as festivals, training programmes ,trips and conducting games to motivate employees.
- Monthly Celebration of Employee's Birthday, Anniversary etc.

Job Role in Maxipay:-

HR Administration

- Handling the recruitment for primary levels of the entire company with the help of the Naukri Portal
- Conducting telephonic and personal interviews.
- Handling the complete On boarding Process(Joining Formalities, Induction, welcome emails for New Joiners, ensuring submission of all required documents, Issuance of Appointment letter, Induction Program etc.
- Maintaining Employee records and Personal files.
- Designed Policies and Various HR Forms and Induction Programs.
- Generating various letters like offers, appointments, increments, relieving letters salary slips etc.

Core Competencies:

- Recruitment & Retention.
- Training & Development.
- Leading Negotiation.
- Sourcing
- Performance Management
- Employee engagement
- Team building & Team working.
- Induction & Onboarding.
- Employee Relations.

Professional Qualifications:

- Master of Business Administration (HR) from from AKTU, Lucknow (2019)

Academic Qualifications

Standard	Year	Board/University
B.Com.	2017	CSJM (Kanpur University)
XII (Sr. Secondary)	2014	ISC BOARD
X (Secondary)	2012	ICSE BOARD

Extra-Curricular Activities:

- Member of the organization committee of the youth festival.
- Participation in various Sports & cultural activities at the school & college levels.
- Receive many awards & certificates at college level.
- Played the role of event coordinator for organizing the various events in the SRIJAN college function

Summer Training:

- Summer Internship on “HR Practices” from Coral Laboratories Pvt. Ltd. Pharmacy, Dehradun.

Computer Proficiency:

- Proficient with MS Excel, MS Word, Power Point.
- Basic Knowledge of Tally

Behavioral Attributes:

- Willing to take extra responsibilities to get the work done.
- Well-spoken attitude to motivate and inspire people in the organization.
- Commitment to accomplish targets on time.

Personal Information:

- **Father’s Name:** Shri Bhagwan Sharma.
- **Mother’s Name:** Mamta Sharma
- **Date of Birth:** 07- Feb- 1997
- **Gender:** Female
- **Nationality:** Indian
- **Marital Status:** Unmarried
- **Address:** Palia Kalan Kheri Distt-Lakhimpur Kheri

(Palak Sharma)