

# **CURRICULUM -VITAE**

## **PALAK SHARMA**

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Correspondence Address: Engineering College, Lucknow

## **Career Progression:**

- **Currently working with Ample Leap Cognition & Technologies Pvt. Ltd. as HR Executive (Operations) from Jun 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 by lead as SPOC
- 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 **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

### **Summer Training:**

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

### **Computer Proficiency:**

- Proficient with MS Excel, MS Word, Power Point.

### **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
- **Marital Status:** Single
- **Address:** Palia Kalan Kheri Distt-Lakhimpur Kheri

(Palak Sharma)