




SANCHIT SHARMA

SENIOR HUMAN RESOURCE MANAGER

 NOIDA, NCR /  8923430590 /  sanchitsharma2911@gmail.com

CAREER SUMMARY

"With over 8 years of experience in HR and expertise in Personality Development Training, I am driven to assume the role of a **Senior HR Recruitment Manager**, leveraging my extensive knowledge in talent acquisition and skill enhancement. My objective is to excel in **sourcing, acquiring, and nurturing top-tier talent** while also focusing on **candidate development and corporate readiness**. Having trained individuals in **communication, leadership, and professional etiquette**, I bring a unique perspective to recruitment by identifying and grooming the right talent for organizational success. I am committed to **leading recruitment teams, refining strategies, and fostering effective communication**, ensuring the best-fit candidates not only meet job requirements but also align with the company's culture and growth vision. My goal is to establish myself as a **results-driven and strategic Senior HR Recruitment Manager**, contributing to both talent excellence and organizational development."

SKILLS AND STRENGTHS

Soft Skills:

- Communication
- Teamwork & Problem Solving
- Adaptability & Creativity
- Work Ethics
- Relationship Management

Hard Skills:

- Recruitment Strategies
 - Microsoft Office Suite
 - ATS Utilization and Management
 - Candidate Assessment and Interviewing
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WORK EXPERIENCE

PDP TRAINER

SEP 2024 – APR 2025

DR. MPS GROUP OF INSTITUTIONS, AGRA

As a Personality Development Program (PDP) Trainer, my primary responsibility is to enhance the students' soft skills, communication skills, and overall personality to make them industry-ready. Below are the key roles and responsibilities associated with position:

- Conducted soft skills training covering communication, leadership, and teamwork.
- Trained students in public speaking, group discussions, and personal interviews.
- Provided career counseling and corporate readiness training.
- Designed and delivered resume writing and professional etiquette workshops.
- Organized mock interviews and aptitude preparation sessions for placements.

- Conducted stress management, time management, and confidence-building sessions.
- Collaborated with faculty and the placement cell to enhance employability skills.
- Assessed student progress and provided individual feedback for improvement.

Successfully enhanced students' overall personality, communication skills, and corporate readiness, contributing to their professional growth and employability.

DIRECTOR
HELPINGHOUSE GROUP OF COMPANIES, GURGAON

APR 2018 - SEP 2024

In my capacity as a Director, I perform a multifaceted role, encompassing the following responsibilities:

- Initial-Round Interviews: I assume the initial interview role, serving as the primary point of contact for prospective candidates.
- Sourcing through Job Portals: I actively source candidates through various job portals, curating a pool of potential talent.
- Telephonic Interviews: I conduct in-depth telephonic interviews to assess candidates' qualifications and alignment with specific roles.
- Profile Review: I meticulously review candidate profiles to ensure they align with clients' unique requirements.
- Client Engagement: I engage with clients to gain a deep understanding of their needs, formulating a strategic approach for candidate sourcing.
- Campus and Institute Relations: I establish and maintain relationships with educational institutions and campuses for the purpose of bulk recruitment initiatives.
- Client-Centric Strategy: I work closely with clients to comprehend their requirements and develop tailored strategies for candidate sourcing. This includes identifying suitable campuses for placement drives.
- Freelancer Management: I ensure an equitable distribution of all client recruitment requirements among our network of freelancers. I also manage, review, and oversee their work.

My approach was characterized by professionalism, a deep understanding of client needs, and a commitment to manage and execute recruitment processes with precision.

HUMAN RESOURCE EXECUTIVE
PATH ACHIEVER BUSINESS, DELHI

JAN 2017 – SEP 2017

As an HR executive, my responsibilities encompassed a comprehensive range of functions:

- **Front-line Interviews:** I conducted initial interviews, serving as the first point of contact with prospective candidates.
- **Sourcing through Job Portals:** I actively scouted for potential candidates on various job portals, curating a pool of qualified talent.
- **Telephonic Interviews:** I conducted thorough telephonic interviews to assess candidates' qualifications and suitability for specific roles.
- **Profile Review:** I meticulously reviewed candidate profiles to ensure they met clients' specific requirements.
- **Client Engagement:** I engaged with clients to understand their needs and align candidate profiles accordingly.
- **Interview Coordination:** I efficiently organized and scheduled interviews, streamlining the hiring process.

My approach was characterized by a commitment to professionalism and a dedication to meeting the diverse needs of our clients.

CUSTOMER SERVICE EXECUTIVE
SERCO GLOBAL INTERNATIONAL, AGRA

JUL 2013 – DEC 2013

"I was a member of a pilot batch/team responsible for handling customer service calls for SBI Bank, where we managed customer queries, requests, problems, and complaints (QRPC)."

INTERESTS

- Recruitment Strategy & Interview Management
 - Campus Relations and Bulk Recruitment
 - Client Coordination, Freelancers/Agents Coordination
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COURSES

- **ARTIFICIAL INTELLIGENCE FOUNDATION CERTIFICATION** from Infosys Springboard
- **CAREER PLANNING & INTERVIEW PREPARATION** from Infosys Springboard
- **BASICS OF PYTHON** from Infosys Springboard
- **HUMAN RESOURCES STRATEGIES** from MindLusters
- **BUSINESS DATABASE** from MindLusters
- **JOB NETWORKING** from MindLusters
- **THE HR MODEL** from MindLusters

- **PRESENTATION SKILLS** from MindLusters
 - **THE FUNDAMENTALS OF DIGITAL MARKETING** from Google
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PROFESSIONAL ACCOMPLISHMENTS

- Awarded with the **Best SPoC of the month by Infosys Springboard** while coordinating the certifications programs in Dr. MPS Group of Institutions.
 - Awarded with the **Best Coordinator** of the event in Dr. MPS Group of Institutions.
 - Awarded with the **Best Corporate Training Services Supporting Company of the year 2018.**
 - Awarded with the **Guest of Honor** for conducting campus drives in RDIAS twice.
 - Became **Integrity Pledge Holder** under **Central Vigilance Commission of Government of India.**
 - Get Recognized from **Government of India** in February 2019.
 - Became a part of **Shram Suvidha Department, Government of India.**
 - Became a part of **Labour & Employment Ministry, Government of India.**
 - Became a **member of CII Summit.**
 - Became a part of **Employment Department, UP, Government of India.**
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EDUCATION

B.B.A. DBRA UNIVERSITY, AGRA Areas of Specializations were HR & Management	2011 – 2014
INTERMEDIATE CBSE, AGRA Commerce & Basic Business Studies	2010 – 2011
HIGH SCHOOL CBSE, AGRA Studied all necessary subjects with Computer Fundamentals as Additional Subject.	2008 – 2009

LANGUAGES

English & Hindi
