

Amrita Sharma

Human Resource

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SUMMARY

Results-driven HR Talent Recruiter with a strong background in human resources and a focus on optimizing processes and strategic decision-making in the IT domain. Successfully placed numerous candidates and implemented impactful HR strategies. Proficient in SQL, Excel, data visualization tools like Tableau and Power BI, with a solid understanding of Machine Learning. Eager to leverage skills for driving organizational success and problem-solving across diverse sectors.

KEY SKILLS

- Job Applicant Interviews • IT Recruitment • Team Work • People Management
- Sourcing Candidates • Relationship Management • Database Management • Data Structures

TECHNICAL SKILLS

Python, PL/SQL, Data Analysis, Artificial Intelligence, Pivot Table, Machine Learning

EDUCATION

Business Analytics

UpGrad- Loyala Institute Of Business Administration [Feb '24 - Present]

Course Module :

Python For Business Analytics | EDA and Data Visualization | Databases
Machine Learning For Business | Machine Learning Techniques

MBA in Information Technology

Xavier Institute Of Social Service [Aug '20 - May '22]

Ranchi, Jharkhand

- CGPA - 6.87

CERTIFICATIONS

- Master Of SQL | Jan '21
- Python For Machine Learning | Great Learnings | Dec '20
- Introduction to statistics | Coursera | Ongoing
- Python and Data Analytics for financial Analysis | Coursera | Ongoing

PROFESSIONAL EXPERIENCE

Sourcing Specialist

Tanisha System Inc [Jun '24 - Present]

Noida, Uttar Pradesh

- Partnered with hiring managers to understand job requirements and develop comprehensive job descriptions, resulting in **enhanced job match accuracy** using ATS systems
- Leveraged a variety of sourcing strategies, including job boards, social media (**specifically LinkedIn**), and networking, to attract qualified candidates and enhance recruitment efficiency
- Reviewed resumes and applications, and performed initial screenings to evaluate candidates' suitability for the position.
- Conducted in-depth interviews to assess candidates' skills, experience, and cultural fit.
- Kept precise and updated records of candidate work experience and skillset within the **applicant tracking system (ATS)**

Sourcing Specialist

Droisys Inc. [Aug '23 - Apr '24]

Noida, Uttar Pradesh

- Utilized LinkedIn to engage with potential candidates on social media platforms, ensuring **alignment with available positions** for improved candidate selection
- Enhanced client satisfaction and elevated applicant quality by **tailoring CVs and correspondence with keyword optimization techniques** to present top-tier candidates to clients
- Collaborated with the broader HR team to offer guidance on candidate compensation, development opportunities, and career advancement resulting in **enhanced talent acquisition**

Talent Recruiter

Vaspire Technologies [Jun '22 - Aug '23]

Noida, Uttar Pradesh

- Managed end-to-end recruitment process for IT/Non-IT positions, averaging 3-4 **placements per month**, focusing on roles such as Developers and Engineers for internal hiring
- Hired for all levels of positions within the company by sourcing candidates through job boards and **attracting top talent via networking events**
- Utilized Job portals, social networks (**LinkedIn**), and CareerBuilder for sourcing and screening 100-500 resumes
- Determined compatibility of candidate profiles by assessing skills and reviewing past experiences in **over 100 interviewing sessions** using an ATS for skills evaluation
- Interviewed candidates via Zoom and Skype, annually **shortlisting 200 candidates**
- Evaluated candidate credentials and qualifications through skills assessment using **ATS software**
- Coordinated interviews for 5-10 candidates across various rounds using **ATS for seamless scheduling**
- Analyzed feedback post interviews from the Hiring manager and the candidate to gather **constructive and detailed insights**, leading to improvement and guidance
- Maintained communication with candidates to facilitate offer acceptance and gather necessary documents until successful onboarding of **50 candidates** utilizing ATS software

Summer Intern-Full Stack Developer

Biztime IT Solution Pvt Ltd [May '21 - Jul '21]

Bangalore, India

- Took ownership of troubleshooting and resolving **over 100 support issues** spanning technical, customer service, installations, and product inquiries
- Created technical documentation, sharing knowledge, ideas and solutions with wider development team.
- Gathered and examined user feedback to improve capacity of software.
- Contributed to programme development by engaging in planning, designing, creating, and testing processes, resulting in a **significant enhancement of user experience**
- Played a pivotal role in crafting the SRS for our Zonal Desk-Customer Query Resolution System project utilizing Microsoft Word and Excel, resulting in a **20% efficiency enhancement**

EXTRA CURRICULAR ACTIVITIES

- Member of Tech Next-Club Of XISS in the year 2020-22 as a content Writer