**Rashmi Sharma**

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**Objective**:

Desire to be a successful HR professional and seeking an opportunity in a growth oriented organisation where my skills and knowledge can be utilised at the optimum level.

**WORK EXPERIENCE**

* **Company Name**: Mindworks Talent Management Pvt. Ltd.
* **Designation**: Associate Consultant
* **Duration**: July2015-Present
* **Job Responsibilities**:

End to End Recruitment Process:

* Understanding Job Description & Job Specification of assigned positions.
* Managing the entire recruitment cycle.
* Sourcing resumes through job portals, database, references, networking, head hunting.
* Screening, short listing, taking telephonic rounds, writing accurate feedback and following up with candidates.
* Coordination with candidates & clients, scheduling interview, taking feedback.
* Co-coordinating entire process (interviews/ negotiations etc) to ensure offer/ closure
* Giving interviewing preparation sessions.
* Following processes and maintaining internal Database of candidates

Employee Engagement

Planned and organised employee engagement activities like Diwali fun, birthday celebrations, Christmas weekend, Wonder Women celebration, Team Outings

**Additional Work Details**:

Assisted the training programs of Torah Learning Solutions for their client.

**Professional Qualification:**

* **MBA** HR and Marketing

Army Institute of Management & Technology affiliated to GGSIP University Delhi, 2013-2015

* **BBA** ,Gauhati University, Guwahati, Assam (2009-12)

**Educational Qualification:**

* **Intermediate** from K.V.Trimulgherry ,CBSE , Hyderabad , 2009
* **High school**  from K.V.Bengdubi , CBSE , Darjeeling , 2007

**IT Skills**

* Application Packages: Ms Office

**Trainings Undertaken:**

**Summer Internship (MBA)**

 **Name of Company:** Honda Cars India Ltd.

**Internship (BBA):**

1. **Name of the company:** Doc-Suggest, Hyderabad

**Duration:** 1.08.2011 to 31.08.2011

**Roles and Responsibilities:** Worked as a Marketing Intern wherein I was responsible to meet pharmacies owners and make them aware about doc-suggest services and also assisted to organise health camps in various organisations.

1. **Name of the Company:** Metro TV Channel , Hyderabad

**Duration:** 1.11.2009 to 31.11.2009

 **Roles and Responsibilities:** Responsible for making commercial shops and hotels aware about the various advertisement offers in Metro TV Channel and persuade them to buy those offers.

**Research Work**

* Project report on “Problems And Challenges In Service Industries In India”

**Seminars/Conferences/Workshops attended/ participated**

* Participated in ERP workshop at AIMT
* Participated in Entrepreneurship workshop at GIBS Delhi

**Co-Scholastic Activities**

* Organised and hosted Alumni Meet, MILAP of 2014 and 2013
* Participated in Inter College Management Fest “OCCULT2K13” at JIMS in following events:
* Debate competition
* ADMAD competition
* Rebranding
* Organized several fests and events in college including the Industrial Carnival
* Headed cultural club during Graduation.

**Achievements:**

* Won Debate and Mono act competition in GGSIPU fest “ANUUGOONJ” 2015
* Won Debate and competition in Inter College Management Fest “OCCULT2K13” at JIMS
* Won Mono act and Nukkad-Natak competition in Inter College Management Fest “ALANKRITI” 2014 at AIMT
* Won Nukkad-Natak of MOSIAIC 2014 ,IILM

**Personal Details:**

**Name**: Rashmi Sharma

**Date of Birth**: 15-11-1991

**Father’s Name**: S.K Sharma

**Marital Status**: Unmarried

**Address:** H-no: 125, K S Residency, Chipyana Buzurg, Ghaziabad - 201306

(Rashmi Sharma)