**CURRICULUM VITAE**

**SOHIT SHARMA**

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**Objective**

Intend to build a career in a leading corporate environment with committed & dedicated people, and to work in a creative & challenging environment which allows me to share my ideas for the growth of the organization and self excellence in personal and professional life.

**Profile**

Self-motivated, adaptable with good interpersonal skills, go getter attitude, creative and determined with excellent oral and written communication skills.

**Professional Profile**:

* 2+years of experience in Recruitment.
* Professional, who works against deadlines, can identify grey areas, initiate change and implement new processes in challenging and diverse environments.
* Known for creating an open atmosphere of communication with the employees about the company's vision and operations
* Belief in logical and practical approach for a solution of problems.
* Working closely with business leaders, understanding the business and its needs and applying that understanding to Recruitment practices*.*

**Areas of Expertise:**

|  |  |
| --- | --- |
| * Database management | * Candidate interviewing |
|  | * Screening Candidate |
| * Professional networking |  |
| * Training Development & Facilitation | * Innovative Problem solving |

**Education**

|  |  |
| --- | --- |
| **Qualification** | **Year** |
| B.A (Voc) Mass Communication | 2017 |
| Board of Intermediate | 2014 |
| 10th Class from state | 2012 |

**Experience**

**HR Specialist - Boring Commerce 🡪 Feb 2019 - Present**

* Preparing or updating employment records related to hiring, transferring, promoting, and terminating
* Explaining human resources policies, procedures, laws, and standards to new and existing employees
* Ensuring new hire paperwork is completed and processed
* Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.
* Addressing any employment relations issues, such as work complaints and harassment allegations
* Processing all personnel action forms and ensuring proper approval
* Overseeing hiring process, which includes coordinating job posts, reviewing resumes, and performing reference checks
* Implementing the organization’s recruiting strategy
* Interviewing applicants
* Administering pre-employment tests
* Assisting with completing background investigations
* Processing transfers, promotions, and terminations
* Conducting training sessions
* Administering on-the-job training programs
* Overseeing engagement programs and other employee relations work

**Recruiting Associate – Amazon Development Center 🡪 March 2017 - Oct 2019**

* Recruitment cycle for new positions, entry to senior positions.
* Coordinating the overall campus process, including, interviewing, selection, on-boarding, &reporting activities
* Supervising daily responsibilities of Campus Recruiting Coordinator
* Responsible for campus hiring for both Fulltime and Interns.
* Presenting to students at career fairs and on-campus events to increase Verizon's on-campus engagement
* Maintained metrics and quality audit report for presentation to Global student program team
* Managed recruiting team training initiative which included training over 19 Recruiting co coordinators
* Arranging HR discussion and giving initial overview about the organization.
* Achieving targets on regular basis and filling the positions as per deadlines.
* Initiating de briefs post interviews
* Performing initial screening of the profile based on the eligibility criteria.
* Conducting online test through software tools and also monitoring the test.
* Scheduling F2F and telephonic interviews for the selected candidates based on the availability.
* Generating offer letters and creating pooling and hiring reqs.
* Uploading the candidate profile in internal data base and updating it regularly.
* POC for handling campus recruitment in Hyderabad

**Customer Service Internship – Amazon Development Center**

* Moderate all customer reviews and respond to email queries
* Meets or exceeds quality and productivity goals assigned by management
* Demonstrates clear and polite written and oral communication
* Maintains a positive and professional demeanor and portrays the company in a positive light
* Demonstrates appropriate sense of urgency for reviews moderation and email response and service levels
* Follows company policies and processes in order to process customer requests appropriately
* Demonstrates knowledge and use of departmental resources, policies and procedures.
* Uses customer service tools in order to provide an accurate response and an exceptional customer experience
* Escalates customer issues appropriately and correctly. Demonstrates timely, accurate and professional customer service
* Proactively communicates system and process issues, and customer feedback trends to management
* Exceeds customer expectations by going above and beyond all other duties as assigned.

**Accomplishments& Accolades**

* Promoted to India on campus recruiter within two years.
* Pursuit of **Dazzler** Award 6 times for being the top performer in the team
* Award for being the best & most supportive employee.
* Pursuit of ‘**Master blaster’** for being the consistent top performer in the team.
* Appreciation received for creating high volumes of requisitions in Us recruitment