

AKSHITA SHARMA

MBA (HR) || MANAGEMENT TRAINEE
|| BUSINESS DEVELOPMENT



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oriented HR professional with an MBA in Human Resources and over 2.5 years of experience in management training and business development. Skilled in leveraging analytical skills and HR expertise to implement effective business strategies and drive organizational growth. Strong background in recruitment, employee relations, and talent management. Exceptional communicator and leader, committed to fostering a productive and positive work environment.

Skills :

- HRMS SaaS Product
- Team Building
- Problem Solving & Technical Proficiency
- Attendance Tracking
- Market Analysis and Research
- Performance Management Analysis
- HR Compliance and Employment Law
- Employee Engagement
- Conflict resolution
- Diversity and Inclusion
- Sales Performance Metrics
- Communication
- Business-to-Business
- Hubspot
- Cold Calls and Emails
- Relationship Building
- Leadership

Experiences

 **Max Bupa Health insurance**



TALENT ACQUISITION



AGRA



AUG 2019 - MAR 2020

Hiring || Talent Pipeline || Collaboration

- Sourced and attracted top talent through various channels such as job boards, social media, and professional networks.
- Conducted initial phone interviews to assess candidate qualifications and fit, resulting in a **30% increase in successful placements**.
- Coordinated and scheduled interviews with hiring managers and technical teams, ensuring a smooth and efficient recruitment process.
- Developed and maintained talent pipelines, **reducing the time-to-hire by 20%**.
- Collaborated with hiring managers to understand hiring needs and develop tailored recruitment strategies.

 **Sui Genrise Consulting**



HR GENERALIST



AGRA



JUL 2020 - AUG 2021

Hiring || Talent Pipeline || Collaboration

- Improved HR operational efficiency by 12% through implementation and maintenance of HRIS system.
- Reduced errors in attendance tracking process and enhanced team proficiency in HRIS by training staff, leading to **25% approx. increase in employee satisfaction**.
- Successfully recruited top-tier talent through collaboration in recruitment processes, achieving a 30% approx. reduction in time-to-fill for open positions.
- strategies.

 **SKLZ Tech LLP**



MANAGEMENT TRAINEE INTERN



Roorkee



AUG 2022 - NOV 2022

Hiring || Talent Pipeline || Collaboration

- Maintained comprehensive HR data, including leave records and employee details, ensuring accuracy and up-to-date information for 60+ employees.
- Conducted initial outreach to candidates, collecting essential details to streamline the hiring process, resulting in a **20% reduction in time-to-hire**.
- Generated and provided HR data reports to managers as needed, utilizing advanced Excel skills to present data clearly and efficiently.

Education

 **2022 - 24 : MBA (HR) / Roorkee Institute of Technology, Uttarakhand**

 **2016 - 19 : Bachelors of Arts) / Dr. Bhimrao Ambedkar University**

Certification



2022 - 24 : Microsoft Dynamic 365 fundamental

- Completed Microsoft Dynamic 365 fundamentals [ERP] for Human resources.



2022 - 24 : Stenographer

- Certified as Stenographer and Typing speed @40 words/minutes.



2016 - 19 : HR Analytics :

- Completed HR analytics and attendance making certification from work companion LLP, an HR payroll management cloud based software.

Achievements



Silver medalist, Regional Skating Competition

Awarded gold medal for 10 k.m road race. It was organized by Uttar Pradesh Kendriya vidyalaya



Event Hosting : Orientation Programs:

I was the host for our freshman orientation program, where I welcomed new students, introduced them to campus resources, and facilitated ice-breaking activities to help them integrate into the college community.