

Curriculum Vitae

VARSHA SHARMA

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Career objective: “To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self development and helps to achieve personal as well as organizational goals”

Educational qualifications:

- Passed MBA from UILMS, MDU Rohtak with 73% , 2018
- Passed BBA from Jagannath International Management School, GGSIPU with 88%, 2016
- Passed Grade 12th with 78% from CBSE Board, 2013
- Passed Grade 10th with 57% from CBSE Board, 2011

Professional Experience

Organisation - Crowdhr

Designation - HR Associate

Experience - September 2018 to April 2019

Responsibilities Held

- Conduct first level interview (Telephonic) to check communication Skills, interest level, availability, salary, etc.
- Thoroughly understanding client requirement through job description.
- Coordinate with the client and the candidate for scheduling interviews and also to maintain continuous follow up with both after the interview.
- Understanding Salary fitment and taking care of salary negotiations.
- Generating a pool of database. Scheduling and Follow up till joining. Follow-up with selected candidates to confirm Interviews their DOJ and keep the respective departments/ Clients informed of the same.

- Well versed with CV scanning tools such as Job portals - Naukri.com, Indeed.com, IIM Jobs, Hirist. Sourcing through various job boards, Social Networking Sites, through references as per the requirement specifications.
- Clients Handled - Ziploan, Onlinetyari, Lendbox, Avanti fellows, Avanti Learning Centres, Wheelseye, Gameberry Labs, Ramraja Hospital, BIMR Hospital.

Academic projects:

- Minor project – “ **recruitment and selection process in state bank of India (SBI)**”
- Major project- “ **Study on causes of Absenteeism of employees**”

Achievements:

- **GOLD MEDALIST** in BBA Degree from GGSIPU.
- Secured 1st position in college in 1st, 5th and 6th semester.
- Got 10 + merit certificate in 3 year of BBA degree.

Extracurricular activities:

- Participated as a volunteer in **National achievers 2014 conference**.
- Participated as a volunteer in Blood Donation Camp organized by Rotary Club at Jagannath International Management School.
- Participated in inter school basketball competition.

Personal Attributes

- Highly motivated and eager to learn new things.
- Good communication skills in written and verbal both.
- Ability to work as individual as well as in group

Personal Details

D.O.B - 26 June 1995

Language known – English, Hindi

Hobbies – Listening music, Travelling