

Aditya Sharma

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Contact

Hamirpur, Himachal Pradesh (177001)

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Profile

I am a results-driven IT graduate with hands-on expertise in programming, database management, and web development. Currently pursuing an MBA in HR to enhance my business acumen, I've implemented practical projects and have certifications in Java development and ethical hacking. My strengths include Problem-solving, teamwork, and a passion for continuous learning and technology innovation,

Experience

HR Executive – Intern

The Kalgidhar Trust/Society

Baru Sahib, Sirmaur (H.P.)

Jan 2026 – May 2026

- Managed recruitment process: resume screening, candidate calling, and interview scheduling
- Conducted initial interviews and candidate evaluations
- Coordinated with principals and HR team for hiring and vacancy updates
- Maintained candidate data and recruitment records (Excel/Google Sheets)
- Handled documentation, file preparation, and onboarding process
- Assisted in offer/appointment letter preparation
- Performed vacancy and staff analysis (overstaffing/understaffing)
- Followed up with candidates for interviews, joining, and documentation

HR Recruiter - Intern

Uni Britind Global LTD
Liverpool, England, United Kingdom

Jan 2025 - July 2025

ErnestWell Business Solution, in collaboration with UniBritInd Global, specializes in providing businesses with innovative and collaborative solutions for growth and success. They offer tailored solutions, strategic collaborations, and operational excellence to empower businesses to thrive and make a meaningful impact globally. With a focus on bridging Local and global markets, they support businesses in reaching and exceeding their goals.

- Assisting in sourcing, screening, and shortlisting candidates for various roles.
- Scheduling interviews and coordinating with hiring managers.
- Maintaining and updating recruitment databases.
- Supporting employer branding initiatives.
- Assisting in onboarding activities and documentation.

Operations Executive - (Picker & Packer) Holisol. Logistics Punjab, Ludhiana, on-site 05/2024 - 08/2024

- Logistics Operations Management: Oversaw day-to-day logistics operations, including inventory management, shipment coordination, and ensuring timely deliveries.
- Process Optimization: Applied problem-solving skills to streamline workflows, reduce operational costs, and improve overall efficiency.
- Vendor and Supplier Coordination: Worked closely with external vendors and suppliers to ensure smooth operations and timely order fulfillment.
- Team Collaboration: Collaborated with cross-functional teams to maintain effective communication and ensure alignment in operations.
- Skill Development: Gained expertise in logistics management, data analysis, and communication, while enhancing organizational and multitasking abilities.

Education	2024-Present	2019-2022
	H.P.Technical University School of Commerce & Management Daruhi, Distt. Hamirpur (H.P.)	University of Information technology
	Master of Business Administration	Bachelor's Degree in Information Technology
	2017-2019	
	Government Polytechnic Hamirpur	
	Diploma in Information Technology	
Certifications	Java Application Developer — 1-month training in Java application development at ATL foundation.	
	Information Security and Ethical Hacking — Training focusing on information security and ethical hacking	
	Microsoft excel certification — Study.com Issued Feb 2024	
	Scholars Internship Program — SocialPreneur Issued Feb 2024	
	Create Charts and Dashboards Using Microsoft Excel — Coursera Project Network Issued Oct 2024	
Skills	Technical Skills	
	Programming Languages: Java, C, C++ Database Management: MySQL, DBMS Web Development: HTML, CSS, JavaScript	
	Software/Tools: MS Office Suite, XAMPP, Net Beans	
	Network Fundamentals: Understanding of networking concepts	
	HR and Operations Skills	Soft Skills
	Recruitment,	Communication:
	Onboarding,	Problem-Solving: Leadership
	Documentation,	Time Management
	Negotiations,	Detail Orientation
	Conflict	Adaptability
	Resolution,	
	Employee	
	Management, EPF	
	& ESIC	

