

CURRICULUM VITAE

SHASHI SHARMA

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Professional Summary

Result-oriented HR Executive with 3 years of experience in recruitment, onboarding, employee engagement, payroll coordination, performance management, salary negotiation, and HR operations. Experienced in managing end-to-end talent acquisition, conducting employee induction programs, communicating organizational policies and work culture, maintaining attendance and payroll records, and supporting appraisal processes. Adept at building strong employee relationships and driving HR initiatives that enhance workforce productivity and organizational growth.

Core Competencies

- End-to-End Recruitment
- Talent Acquisition
- Employee Onboarding
- Induction & Orientation Programs
- Employee Engagement
- Performance Management & Appraisals
- Salary Negotiation
- Employee Relations
- HR Documentation
- Training & Development

PROFESSIONAL PROFILE:

Total 2 years and 11 months of experience.

Organization	Working Period		Designation
	From	To	
TANZEE INFOTECH PVT LTD	June 2025	Jan 2026	Onboarding Specialist
LOGITRADE BPO SOLUTIONS PVT	May 2023	Nov 2024	HR Executive

TELEPERFORMANCE	July 2020	Mar 2021	Customer Care Executive
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Professional Experience

Onboarding Specialist

Organization: Tanzee Infotech Private Limited

Role: Onboarding Specialist (June-2025 to Jan-2026)

Job Roles and Responsibility:

- Oversaw the full onboarding process, ensuring precise completion of all preemployment procedures and documentation.
- Engaged with newly hired personnel and collaborated closely with Recruiting Managers.
- Offered valuable guidance and assistance to new employees, addressing inquiries and resolving challenges effectively.
- Worked in conjunction with team members to enhance hiring processes.
- Managed and maintained organized documentation.

HR EXECUTIVE

Organization: Logitrade BPO Solutions Pvt Ltd

Role: HR Executive (May-2023 to Nov-2024)

Job Roles and responsibility:

- Overseeing the process of hiring new employees, including writing job descriptions, managing applications, and conducting interviews.
- Writing and posting job openings.
- Planning and delivering training programs, including new staff.
- Designing and implementing the overall recruiting strategy.
- Attracting candidates by using databases, social media, etc.
- Review all new hire papers and ensure that they are complete or not.

Customer Care Executive

Organization: Teleperformance

Role: Customer Care Executive (July-2020 to March- 2021)

Job Roles and responsibility:

- Provide information about products, services, pricing, and availability.
- Troubleshoot problems, escalate unresolved issues, and resolve customer complaints.
- Greet customers, maintain records of interactions, and collect feedback.
- Provide technical support, direct customers to the right department, and make changes to customer accounts
- Recommend ways to improve customer service and company process

Education

- MBA (Human Resource Management) - Lovely Professional University
- M.Sc. Chemistry - IEC University, Baddi
- B.Sc. Non-Medical - Post Graduate Govt. College for Girls, Chandigarh

Technical Skills

Microsoft Office Suite, Tally ERP, HR Documentation, Recruitment Portals, Employee Data Management

Personal Profile

Husband name: Mr. Sagar Sharma

Date of Birth: 08 August 1995

Marital Status: Married

Languages: English, Hindi and Punjabi

Nationality: Indian

Address: 3356/2, Sector- 40 D Chandigarh 160036

DECLARATION

I consider myself familiar with Human Resource aspects. I am also confident in my ability to work in a team.

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Mohali

Shashi Sharma

Date: 08-09-2026