

# MANISHA SHARMA

" Where passion meets purpose. Unlocking human potential through compassionate HR leadership."

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## PROFESSIONAL OBJECTIVE

A highly dedicated and self-motivated individual seeking a more challenging role in an esteemed organization with experience of Recruitment, Operations and ability to utilize this knowledge in assisting the department for attaining the organizational goal.

## PROFILE SUMMARY

- Project-focused professional with **2.5+ years of experience in recruitment operations and coordination**, now transitioning into the **Localization industry** as a Project Coordinator. Bringing strong strengths in **workflow coordination, stakeholder communication, scheduling, reporting, and deadline management**, with hands-on experience supporting high-volume, multi-client projects. Eager to build expertise in localization workflows, vendor coordination, and multilingual project delivery.

## PROFESSIONAL EXPERIENCE

### SkillKart | Noida

Designation: Talent Acquisition Specialist

10<sup>th</sup> March 2025 – 20<sup>th</sup> May 2025

Responsibilities as Technical Talent Acquisition:

- Supported **HR operations and project coordination** for enterprise clients including Tech Mahindra, KPMG, and Accenture.
- Coordinated end-to-end recruitment workflows while managing project timelines and deliverables.
- Acted as a coordination point between clients, internal HR teams, and external stakeholders.
- Scheduled interviews, meetings, and project activities, ensuring smooth execution.
- Maintained accurate **HR records, project trackers, and status reports**.
- Supported onboarding, offer releases, contract extensions, and documentation processes.
- Handled escalations and ensured timely resolution to avoid workflow delays.

### Aaryavin Services Pvt Ltd. | Noida

Designation: Lead Recruiter

27<sup>th</sup> Sep 2022– 31<sup>st</sup> Dec 2024

Responsibilities as Technical Talent Acquisition:

- Coordinating with client for Releasing offers, Contract Extension & regular follow up to joining date.
- Managed **HR recruitment operations along with project coordination** for multiple global clients.
- Coordinated high-volume interview cycles, approvals, and final onboarding processes.
- Planned and tracked project activities, ensuring milestone completion within timelines.
- Prepared and maintained **daily/weekly reports**, feedback trackers, and closure documentation.
- Coordinated across internal teams and clients to ensure alignment and delivery consistency.
- Maintained employee and contractor records, attendance tracking, and compliance documentation.

**Responsibilities:**

- Handled recruitment for IT and NON-IT open positions, involved into screening resumes, scheduling day to day interviews with the client.
- Developed and implemented HR processes and procedures to ensure compliance with regulatory requirements
- Managed employee data, including onboarding, benefits, and leave administration
- Coordinated training programs, performance evaluations, and employee development initiatives
- Conducted audits to ensure HR records and procedures adhered to company policies
- Collaborated with management to resolve employee relations issues
- Managing the recruitment process from job posting to candidate selection, and facilitating the onboarding process for new hires.
- Maintaining accurate and up-to-date employee records, including personal information, employment history, performance evaluations, and training records..
- Addressing employee concerns and conflicts, facilitating communication between management and employees, and promoting a positive work environment.
- Prepare databases in Excel of submitted candidate's as well as offer extended candidates.
- End to end Coordination of the Interview process. Hand-hold candidates post the offer getting released. Follow-up with candidates from offer release to joining.
- Managing employee separations, including conducting exit interviews, facilitating smooth transitions, and ensuring compliance with exit procedures and legal requirements.
- Responsible for coordinating and signing documents from candidate.
- Keeping in touch with the candidates offered and keeping them well informed till the time they join.

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**Technologies Exposure in Recruitment and Operations:**

**HR & People Operations**

- Talent Acquisition & Recruitment Operations
- Interview Scheduling & Coordination
- Onboarding & Documentation Management
- Employee Records & Compliance
- Stakeholder & Candidate Communication

**Project Coordination (Localization-Relevant)**

- Project Scheduling & Workflow Tracking
- Client & Vendor Coordination
- Timeline & Milestone Management
- Status Reporting & Documentation
- Risk & Escalation Handling
- Cross-functional Collaboration

**Tools**

- MS Excel (Trackers & Reports)
- Google Workspace

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## SCHOLASTIC DETAILS

- Master of Business Administration (M.B.A) - Advertising and Marketing Communications  
(Batch of 2022)

*Makhanlal Chaturvedi National University of Journalism and Communication, Bhopal, Madhya Pradesh,  
India.*

- Bachelor of Arts (B.A) - Mass Communication and Video Production (Batch of 2020)  
*Karim City College, Jamshedpur, Jharkhand, India.*

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### Declaration:

I hereby declare that the above furnished information is correct and I am responsible for its accuracy.

Place

**Manisha Sharma**



