

NAMRATA SHARMA

HR Executive | HR Recruiter | HR Operations Specialist

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Location: Ujjain, Madhya Pradesh (Open to Remote) | LinkedIn: linkedin.com/in/namrata-sharma

PROFESSIONAL SUMMARY

Results-driven HR Professional with internship experience in recruitment, HR operations, employee onboarding, interview coordination, and database management. Skilled in candidate sourcing, ATS optimization, resume screening, and cross-functional communication. Possesses 3+ years of experience in documentation, quality auditing, and team coordination in remote work environments. Proficient in MS Office, Google Workspace, Slack, Zoom, LinkedIn Recruiter, and AI-powered HR workflows.

CORE SKILLS & COMPETENCIES

- HR Operations, Talent Acquisition, Full-Cycle Recruitment, Recruitment Lifecycle
- Candidate Sourcing, Resume Screening, Interview Coordination, Employee Onboarding
- ATS Optimization, HR Coordination, Employee Engagement, Stakeholder Management
- MIS Reporting, Database Management, Internal Auditing, Documentation
- MS Office, Google Workspace, Zoom, Slack, LinkedIn Recruiter, ChatGPT, LaTeX
- Problem Solving, Decision-Making, Multitasking, Cross-Functional Team Coordination

PROFESSIONAL EXPERIENCE

Human Resources Intern | CAASDI GLOBAL | May 2024 – July 2024

- Sourced and screened 250+ candidate profiles through LinkedIn and job portals.
- Coordinated 40+ virtual interviews and managed recruitment schedules.
- Maintained HR databases, attendance records, and compliance documentation.
- Assisted in onboarding activities and offer letter preparation aligned with labor law guidelines.

Human Resources Intern | COLLEGETIPS.IN | June 2024 – July 2024

- Handled high-volume HR operational tasks during a fast-paced internship program.
- Managed onboarding trackers, attendance records, and interview scheduling.
- Collaborated with cross-functional teams and resolved employee queries effectively.
- Recognized for punctuality, dedication, and strong communication skills.

Quality Analyst & Content Compliance Expert | May 2021 – May 2026

- Conducted quality audits for 500+ project deliverables with high compliance accuracy.
- Mentored 15+ junior specialists and improved process efficiency through detailed feedback.
- Recognized 3 times as a Top QC Performer for maintaining precision and quality standards.

Online Query Resolution Specialist | May 2021 – May 2024

- Resolved 30+ customer support queries daily under strict deadlines.
- Converted technical feedback into structured and actionable data reports.

EDUCATION

- Diploma in Pharmacy (D.Pharma) | Institute of Pharmacy, Vikram University | 2021 – 2023
- Bachelor of Science (B.Sc.) in Microbiology | Bhartiya College, Vikram University | 2019 – 2021

CERTIFICATIONS & ACHIEVEMENTS

- HR Internship Completion Certificate – CAASDI GLOBAL
- Certificate of Experience – CollegeTips.in
- ChatGPT for HR Certification – Great Learning Academy
- Top QC Performer Recognition (3x)
- Chegg Certified Expert with 500+ audited professional modules