Pooja Sharma

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Profile Summary

Results-driven HR professional with 5+ years of experience in Talent Acquisition, HR Operations, and Administrative Management. Skilled in end-to-end recruitment, employee engagement, MIS reporting, and vendor coordination. Adept at collaborating with stakeholders, optimizing HR processes, and ensuring smooth operations across hiring, onboarding, travel, and compliance functions.

Core Competencies

- End-to-End Recruitment (IT & Non-IT)
- Talent Acquisition & Client Coordination
- HR Operations & Employee Engagement
- Vendor & Travel Expense Management
- MIS Reporting & Data Analysis
- Payroll Coordination & Documentation
- C2H and Full-Time Hiring
- Social Media & Employer Branding
- Offer Negotiation & Onboarding

Professional Experience

IIHMR University

HR Executive | April 2024 – Present

- Managed end-to-end recruitment for university-level positions including Adjunct Faculty, Research Associates, Counselors, Business Development Executives, Sales, Executive Education, and Network Engineers.
- Handled onboarding, documentation, and joining formalities for new employees.
- Coordinated travel and expense management through vendor platforms like MakeMyTrip.
- Managed HR & Admin MIS — maintaining accurate employee data, headcount reports, and attendance records.

- Collaborated with Finance and Admin teams for budget monitoring and vendor payments.
- Supported executive education, training programs, and placement activities.
- Oversaw social media hiring and employer branding initiatives.
- Maintained regular communication with department heads to align recruitment and operational priorities.

Agatsa Software Pvt Ltd (June 2022- June 2023)

Recruitment Executive

- Managed end-to-end recruitment for IT and Non-IT roles.
- Posted jobs, screened candidates, coordinated interviews, and managed offer rollouts.
- Conducted salary negotiations and handled onboarding and exit formalities.
- Maintained employee data and ensured compliance with HR documentation standards.

Parishram Resources Pvt Ltd (Deployed through Agatsa Software Pvt Ltd)

Assistant Manager

- Led recruitment for clients including VARA, Hitachi, Infosys, and educational sector organizations.
- Managed client hiring, internal hiring, and C2H (Contract-to-Hire) recruitment.
- Partnered with client HR teams to deliver tailored staffing solutions.
- Oversaw recruitment lifecycle — sourcing, screening, scheduling, negotiations, and onboarding.
- Built and sustained client relationships, ensuring quick and quality closures.
- Supervised recruiters and ensured adherence to SLAs.
- Reported to Head – HR (Agatsa Software) for alignment and performance evaluation.

People Strong

Recruitment Associate | Dec 2021 – June 2022

- Acted as POC for Bitwise (Pune), handling all levels of IT recruitment.
- Sourced and screened candidates to meet client requirements.
- Managed client communication, interview coordination, and hiring closures.

AIC-JKLU (Atal Incubation Centre – JK Lakshmipat University)

Assistant Manager | June 2020 – June 2021

- Managed operations and incubation programs at AIC-JKLU.

- Supported startups through mentoring programs, bootcamps, and funding linkages.
- Handled data reporting, government compliance, and coordination with partner organizations.

Education

- Master of Business Administration, JK Lakshmipat University (2018 – 2020) | CGPA: 7.2
- Bachelor of Business Administration, RK Patni Girls College, MDSU University (2015 – 2018) | 77%
