**RESUME**

**KRITIKA SHARMA   
MOBILE NO- 8810557794   
[E-MAIL-ktosharma@gmail.com](mailto:E-MAIL-ktosharma@gmail.com)**

**CARRIER OBJECTIVE**

To work in challenging & dynamic environment, to keep adding value to myself and simultaneously contribute to growth and success to the organization

**WORK EXPERINCE**

**Apical Immigration Experts Pvt. Ltd  
Case Manager-Australia /Study Visa (Aus & Canada)  
(Jan 2018 to till date)  
Roles:-**

* Explaining the forms and document checklist;  
  \* Educational credential/skills assessment processes, as per the cases
* Active member of back office responsible for processing client files and requests
* Responsible for Filing the cases, Taking Follow-ups for the documents, solving client queries.
* Guide and follow up with the individuals willing to relocate internationally for documentation.
* Assist in visa with filing paperwork and legal representation in order to obtain work authorization.
* Handle the relevant government portals for Australia & Canada for Visa processing.
* Handling queries and updating them about the status over the phone, in meetings and through emails.
* Daily follow up and help in filling the forms
* Documentation for Australia/ Canada Immigration.
* Check documents received from the clients.
* Filing the EOI(Expression of Interest) for Australia & Canada
* Handle all the files of Australia clients
* Prepare files for all assessment body for Australia country
* Documents upload on Australia portal
* Respond to Client queries through calls/chat
* Arranging their documents
* Send reminders to clients for retrieval of documents as per checklists

**Ayon Technovision Pvt. Ltd**   
**Executive-HR/Admin**, **VAISHALI**   
**(Sep 2017 to Jan 2018)  
Roles:-**

**Administration**

* Coordinate office activities and operations to secure efficiency and compliance to company policies
* Schedules appointments and meetings for executives and upper level staff
* To organize employees get-together, various meetings & conferences and other events.
* To ensure housekeeping activities in office.
* Office events management.
* Checking and Verification of payable bills.
* Managing **Admin** requests and office upkeep.
* Manage the office stationary/ office equipment.

**HR Responsibilities**

* Human Resource Planning - Handling end to end recruitments; preparing job descriptions and managing job postings on job portals and social media.
* Anticipate new hires required as well as providing development and succession planning for existing employees.
* Handling Onboarding and exit formalities.
* Conducting first round of telephonic interview for the candidates to schedule interviews.
* Conducting recruitment interviews and providing the necessary inputs during the hiring Process.
* Maintain up-to-date recruitment progress report, talent database and all related staffing communication
* Communicating and explaining the organization's HR policies to the employees
* Preparing and submitting all relevant HR letters/documents/certificates as per the requirement of employees in consultation with the management
* Handled Exit Formalities
* Preparing the salary sheets

**Siron Technology Pvt. Ltd**.   
**HR Recruiter   
(April 2017 to Sep 2017)  
Roles:-**

* Design and update job descriptions
* Source potential candidates from various online channels (e.g. social media and professional platforms like StackOverflow and Behance)
* Craft recruiting emails to attract passive candidates
* Screen incoming resumes and application forms
* Interview candidates (via phone,
* Advertise job openings on company’s careers page, social media, job boards and internally
* Provide shortlists of qualified candidates to hiring managers
* Send job offer emails and answer queries about compensation and benefits
* Collaborate with managers to identify future hiring needs

**NLT Services Pvt Ltd as   
HR Recruiter, VAISHALI.   
(March 2016 to April 2017)  
Roles:-**

* Design and update job descriptions
* Source potential candidates from various online channels (e.g. social media and professional platforms like StackOverflow and Behance)
* Craft recruiting emails to attract passive candidates
* Screen incoming resumes and application forms
* Interview candidates (via phone,
* Advertise job openings on company’s careers page, social media, job boards and internally
* Provide shortlists of qualified candidates to hiring managers
* Send job offer emails and answer queries about compensation and benefits
* Collaborate with managers to identify future hiring needs

**Progressive Infovision Pvt. Ltd. (Project of Indian Airforce)  
Office Coordinator  
(Oct 2015 to March 2016)**

* Follow office workflow procedures to ensure maximum efficiency
* Maintain files and records with effective filing systems
* Support other teams with various administrative tasks (redirecting calls, disseminating correspondence, scheduling meetings etc.)
* Greet and assist students when they arrive at the office
* Monitor office expenditures and handle all office contracts (rent, service etc.)
* Perform basic bookkeeping activities and update the accounting system
* Monitor office supplies inventory and place orders
* Assist in vendor relationship management

**EXTRA CURRICULUM ACTIVITIES**

* One year Diploma in Computer Application from **Institute of Computer Science & Technology** Ghaziabad.
* Two months training Diploma of Tally ERP-9 with the **Barclays** and **Shambhavi Foundation.**
* Consolation prize of **Art Competition** in year of 2003.
* I got a 2nd prize in **Dance Competition** from **[Gandharv Sangeet Mahavidyalaya](https://www.mycity4kids.com/Delhi-NCR/Sports/Gandharv-Sangeet-Mahavidyalaya_Nehru-Nagar-Ghaziabad/19637_bd)** year 2004.
* I got a 3rd prize in **Dance Competition** from **[Gandharv Sangeet Mahavidyalaya](https://www.mycity4kids.com/Delhi-NCR/Sports/Gandharv-Sangeet-Mahavidyalaya_Nehru-Nagar-Ghaziabad/19637_bd)** year 2005.

**SKILLS**

* MS Word, MS Excel, Out Look, Power Point.
* Tally- 9.0
* Tally- ERP 9

**ACADEMIC QUALIFICATION**

* Master of Business administration (Finance) from Sikkim Manipal University year 2016.
* Master of commerce (Human Resource) from L.R College Sahibabad year 2014.
* Bachelor of Commerce from M.M.H College Ghaziabad year 2012.

**PERSONAL DETAILS**

Father’s Name : Mr. Satish Sharma Marital Status : Unmarried Hobbies : Dancing, Listening Music, Net Surfing Languages Known : English and Hindi Location : GHAZIABAD (LAL KUAN)

**DECLARATION**

I hereby declare that all the above mentioned information and particulars are true to best of my knowledge and belief.

**DATE:**

**PLACE:**

**(KRITIKA SHARMA)**