

# Shivam Sharma

An organized and motivated post graduate, eager to utilize time management and organisational skills across diverse settings.  
Seeking entry level opportunities to enhance abilities while contributing to company's growth.



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## SKILLS

Management

Digital Literacy

Talent acquisition

Pre- Employment Screening

Microsoft Office Proficiency

## LANGUAGES

English

Full Professional Proficiency

Hindi

Native or Bilingual Proficiency

Punjabi

Professional Working Proficiency

## INTERESTS

Volunteer Work

Professional Development

Networking Events

## WORK EXPERIENCE

### Talent Sourcer

**Vohra Wound Physicians (USA)**

10/2024 - Present,

Delhi, India

*Vohra Wound Physicians is one of the USA's largest wound management groups. We recruit physicians, offer wound care education, and deliver SNF services.*

#### Achievements/Tasks

- Sourced and screened qualified physicians and nurse practitioners for open positions utilizing a variety of online resources including job boards, social media sites, and professional networks.
- Analyzed existing HR policies and procedures to identify areas for improvement in the recruitment process.
- Reviewed resumes and applications to determine which candidates met the position criteria.

### Customer Service and Operations Analyst

**Natwest Group**

12/2022 - 09/2024,

Gurugram, India

#### Achievements/Tasks

- Managing core operations, volume, and switching accounts of the customers. Into Regular
- Payments, dealing with standing orders, and recurring payments of the clients. Resolved
- discrepancies related to customer accounts. Provided customer service support for banking inquiries via email.
- Identified opportunities for process improvements within the bank's operations. Performed quality control checks on completed work before submitting it for review.

### Marketing Intern (Internship) Country Inn and Suites by Radisson, Manipal

04/2022 - 06/2022,

Manipal, India

#### Achievements/Tasks

- (Mandatory by College for PGDM) Interacting with the potential clients and informing
- about new offers and discounts

### Sales and Marketing Intern (Internship)

**Team Lease Services Ltd.**

06/2022 - 09/2022,

Delhi, India

#### Achievements/Tasks

- Sales and Marketing of HR Outsourcing Services

## EDUCATION

### Post Graduation Diploma Management : Operations, Marketing New Delhi Institute of Information Technology And Management

07/2023,

Delhi, India

### Graduation: BA Program with Income Tax and Economics

Zakir Husain Delhi College - University of Delhi

05/2020,

Delhi, India