

MEHUL SHARMA

EXPERIENCE

ZELLA SCREENINGS PVT. LTD.

Team Leader(JULY 2023 - PRESENT)

- Verifying employment details of prospective candidates for client companies.
- Initiating of mails for candidate's previous employment details such as Tenure, Designation, and other details.
- Verify education details of prospective candidates for client companies.
- Handling Main Client.
- Coordinated with vendors for education and address allotment and assigned tasks to the team for updating checks including Education, GDC, Criminal, ID, PAN, Address, and Drug.
- Checking if the report is Green, Amber, Red.
- Ensuring adherence to TAT.
- Following up on going cases.

ZELLA INFORMATION PVT. LTD.

EXECUTIVE ANALYST (AUG 2022 - July 2023)

- Verify education details of prospective candidates for client companies.
- Handling Main Client.
- Interact with the Vendors for education and address allotment. -Updating Checks like Education, GDC, Criminal, ID Pan, Address, Drug.
- Checking if the report is Green, Amber, Red.
- Ensuring adherence to TAT.
- Working on internal software.
- Following up on going cases.

EDUCATION

Varshney Infotech PVT. LTD (DEC 2021 - JUN 2022)

Software Testing Training

COURSES INSTITUTE

BCA
(2018-2021)

KIHEAT, GGSIPU

XII

HOLY INTERNATIONAL SR.
SECONDARY SCHOOL

(CBSE,2017-2018)

X

NEW HOLY PUBLIC SCHOOL

(CBSE,2015-2016)

KEY ACHEIEVMENTS

- Successfully completed the Microsoft office specialist from Creative institute of Computer Education.
- Manual, API Automation Testing with Selenium (Basic and Advanced).
- Attended Two Week' workshop on Entrepreneurship in association with CIPL.
- Built a loan calculator as a freelancer.

Personal Profile

DOB: 13th May, 2000

Mobile No.: +91-8826258116

Email ID: smehul069@gmail.com

LinkedIn:

<https://www.linkedin.com/in/mehul-sharma-33969622a/>

Languages Known: English & Hindi

Skills & Abilities

- Data collection and analysis
- Databases Management
- Oral and written communications
- Analytics and problem resolution

Core Strengths

- Leadership- Problem solving & Decision making.
- Team work- Interpersonal.
- Communication skills- Verbal & Written.
- Patient, Peaceful & Persistent
- Adaptive towards work environment.

Computer Proficiency

SQL, Query.
Basic knowledge of Java,
Python, MYSQL.
MS-office package
(word, excel & PowerPoint)

PROJECTS

- Pharma Supply Chain using Blockchain.
Objective:- They have to change their system for growth.