



Sanchit Sharma

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To work in a challenging Environment, where I would be an essential team member, making an indispensable contribution to the organization and committed to accelerate the growth of the organization.

Area of Interest:

- *Human Resource*
 - › *Recruitment (Sourcing, Screening, Shortlisting)*
 - › *Selection (Written test (aptitude), Technical written test, Technical Interviews)*
 - › *Joining.*

Professional Experience:

Reliance Jio Infocomm Limited

1st June 2018- 23rd July 2018

Human Resource Intern (Summer Internship)

- › Managed to Conduct the Recruitment process (scanning, sourcing, finding suitable candidates through a reality check from their CV's, Conducted Telephonic Interviews as per guidelines provided by the JIO career team)
- › Selection Process
- › Conducted Induction program for newly joined employees
- › Employee's Joining Documentation.

ICICI Prudential Life Insurance Ltd.

October 2016- August 2017

Business Development Manager

- › Span of control of 18 financial advisors recruited by my own.
- › Converting Sales Leads into perfect sales.
- › Entertaining NRI customers by paying personal visits.
- › Handling channel agency and a high-performance team.

Educational Qualification:

Degree	Board / University	Duration	Percentage
MBA	Vidya School of Business	2017-19(pursuing 2 nd year)	SGPA (overall) 6.85
B.COM	Meerut College (CCSU)	2014-17	51.5%
12 th	Dayawati Modi Academy -1 st	2013-14	61%
10 th	Dayawati Modi Academy -1 st	2011-12	CGPA 7.0

Other Qualifications:

Operating System: Windows, Android, etc.

Application Packages: Ms Office (PowerPoint, Basic Excel, Word), Coral basics 2013, Tally ERP 9.0, Internet Researcher.

Skills & Strengths:

- › Self- motivated & Smart worker.
- › Insightful – Highly Motivated to Learn and Experience.
- › Skilled at Balancing and Prioritizing multiple tasks to meet deadlines.
- › High Influential Power.
- › Great Leadership skills.
- › Approachable person who face challenges with determination.

Achievements:

- ✓ Achieved a silver medal in ICICI Prudential Life Insurance Limited for the best performance in selling maximum number of term plans in a month in just 3rd month of my job.
- ✓ Medal presented by the CEO of ICICI Prudential Life Insurance Limited.
- ✓ Company Secretary level-1 (AIR 09).
- ✓ Participated in Company Law quiz organized by Institute of Company Secretary of India Ghaziabad, in 2014 during CS foundation Exams.
- ✓ Participated in UNSW London English Writing Skill Summit in 2008.

Co-Curricular Activities:

- ✓ Taken part in the events like arm wrestling, treasure hunt, management dumcharades in Doon business school, Dehradun Uttarakhand on 17th march 2018.
- ✓ Coordinated the Management Fest “Manthan 2017” organized by college.
- ✓ Certification in Coordinating the team efforts.
- ✓ Coordinated the event organized by management “Samwad 2018”.
- ✓ Blood Donation camp at Reliance Jio’s state office in Meerut during the tenure of my internship.

Personal Details:

- › Nationality : Indian
- › Date of Birth : 16th MAY 1996
- › Gender : Male
- › Marital Status : Single
- › Languages Known : Hindi, English, Punjabi
- › Father’s Name : Mr. Lavleen Kumar Sharma
- › Hobbies : Fond of Learning, Photography , Investing in Capital Markets