

# Himani Sharma

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## EDUCATION

### Thapar University

MBA (Human Resources and Marketing)

(July 2017 – June 2019)

### Jammu University

Bachelor of Business Administration

(July 2014 - June 2017)

## WORK EXPERIENCE

### McKinsey & Company

(Mar 2021 - Present)

Senior Talent Acquisition – Promoted twice in 2022,2024

Gurugram, Haryana

- **Managing various stages end-to-end (sourcing, screening, scheduling interviews, collating feedback forms, initiating background checks) of the recruitment process for experienced professionals for Tech (Software Engineers, Data Scientist, Product Manager, Cloud and Full Stack Engineers etc.) and non-Tech roles (Finance Associate – General Accounting, Payroll, Director of Finance, AM - US GAAP etc.) and Early Careers (Campus) (Graduate/ MBAs/ Interns)**
- **Campus Recruitment Campus SPOC for CCN**, successfully recruited top talent from premier institutions including IIMs, IITs, and DU colleges, achieving over 100 placements with a strong emphasis on Diversity Hiring, **achieving an 100% diversity rate in RY2022 and RY2023.**
- **Sourced potential candidates** using various online platforms (e.g. forums like Naukri, LinkedIn, Direct sourcing, Employee Referrals) to assess fit with the job requirements via screening through phone calls.
- Demonstrated skill in **stakeholder management**, collaborating closely with senior leadership to forecast demand, craft job descriptions and connected with hiring managers during **intake meetings** to ascertain hiring needs and hiring stages and subsequently provide candidate recommendations.
- **Talent Pipeline Management:** Proactively built and maintained a robust talent pipeline through strategic networking and engagement with potential candidates, ensuring a consistent flow of qualified candidates.
- **ATS Management and Process Optimization:** Diligently **maintained ATS** (Avature) by regularly screening profiles, ensuring minimal application aging and efficient talent pipeline management. Maintained meticulous candidate records in ATS (Avature), ensuring up-to-date and accurate data tracking.
- **Implemented process improvements that reduced interview scheduling time by 40% by utilizing the AI-based tool Yello.**
- **Data-Driven Decision Making:** Leveraged data analytics tools such as Tableau to drive recruitment efficiency and effectiveness, optimizing processes and improving candidate quality and retention rates.
- Implemented process improvement programs and led initiatives towards **Diversity hiring and employee referral**
- Administered **analytical thinking and problem-solving assessments** (SOLVE, HackerRank, and QuantHub) to evaluate candidate proficiency across all levels, ensuring high-quality talent selection.
- Prioritized clear and effective communication with candidates throughout the hiring journey, **fostering positive candidate experiences** and long-term relationships.
- **Streamlined interview** logistics, both virtual and onsite, including travel and accommodation coordination, optimizing the candidate experience.
- **Global ServiceNow and Yello Adoption:** Lead the pilot programme for introducing AI based tool YELLO and Spearheaded the Global Adoption of ServiceNow in Talent Acquisition by serving as a subject matter Expert, adoption coach. Collaborated with TA operations leaders, SNOW Core Team, and Digital Services Enablement Team to drive seamless integration and User engagement. Enhanced project management skills through effective communication with recruiting operations users, leaders and developers worldwide. **Awarded as a team for impactful contributions, receiving the prestigious Impact Team Award.**

### Publicis Sapient

(June 2019- July 2020)

Talent Acquisition Associate

Gurgaon, Haryana

- Managing various stages **end-to-end (sourcing, screening, evaluating prerecorded video interviews, scheduling interviews, collating feedback forms, initiating background checks)** of the recruitment process for experienced professionals and early careers (**Engineers/ Graduate, MBAs/ Interns**) including employer branding at the campus level.
- **Created requisitions in ATS (Oracle Taleo/Avature)** and posted job opportunities on external and internal site of the organization and job boards.
- Publishing daily MIS pertaining to candidate pool screened for requisition.
- Sourced potential candidates using various online platforms (e.g., forums like Naukri, LinkedIn, Direct sourcing, Employee Referrals) to assess fit with the job requirements via screening through phone calls.
- Coordinated with colleges, candidates, recruitment team, hiring managers and interviewers and ensuring best interview candidate experience.
- Connected with hiring managers during intake meetings to ascertain hiring needs and hiring stages and subsequently provide candidate recommendations.
- Proficient in Oracle Taleo (recruitment ATS), Skype/MS Teams (Video interviewing tool), Oracle reporting tool, Jombay's, Thomas International (Online psychometric assessment portal).

- Operated as a liaison between the recruitment team and finance for the payment of supplier invoices for campus goodies kit and welcome gifts.

#### Aditya Birla Capital (Internship )

Summer Intern

(May'2018 - July'2018)

South Ex, Delhi

#### PepSico (Internship)

Summer Intern

(June 2015 – Aug 2015)

Jammu. (J&K)

## SKILLS

- **Microsoft Office** (Outlook, PowerPoint, Access, Excel, Word)
- **Application Tracking System** (Oracle, Taleo Avature)
- **Sourcing ( LinkedIn Recruiting, Naukri )**
- **MS Teams Zoom, Skype and Yello** (video interviewing tool)
- **Email Marketing** ( Canva , Miro )
- **IT ticketing tool** (ServiceNow)
- **Technical Tests** (Solve, Jombay's, Thomas International & QuantHub)
- **Reporting & Dashboards** (Tableau, Excel , Qualtrics)

## PROFESSIONAL ACHIEVEMENTS

- Participated in the 2022,2023 **Day of Service**, engaging with rescued puppies, and contributing to a tree plantation activity.
- Successfully spearheaded the planning, coordination, and execution of the **NGWL** (Next Generation Women Leaders) event, ensuring seamless organization and a memorable experience for all participants.
- Integral member of the **core team responsible** for overseeing Health and Wellness initiatives within the Asia Talent Acquisition Operations.
- **Conferred** for working instrumental at Annual Campus Event named Jumpstart 2019 at Publicis Sapient.
- **Co-Founder** of Snack Barrel – Student initiate at the hostel premises to deal with mid night hunger cravings.
- **Head** of Mess Committee at the college 2017 – 2019
- **Ambassador** – Student Coordinator in the admission process team at Thapar 2018-2019
- **Event Manager** for Josh Talks India and of the organizing committee of Annual Fest Spardha at college.
- **Event Coordinator** for Blood Donation Camp in collaboration with Indus Hospital.
- **Project Leader** at GYAAN – for Sustainability in Practice
- **Core Team Organizing Member** – Daily World Marathon Chandigarh
- Secured **1<sup>st</sup> position** in intern school competitions.

## PROFESSIONAL COURSES AND CERTIFICATIONS

- **Attracting and Cultivating Talent** from Harvard ManageMentor
- **Preparing to Manage Human Resources** from Coursera
- **Naukri Certified Maestro Recruiter** from Naukri
- **Leading People** from Harvard ManageMentor
- **Hirist Certified Tech Recruiting** from Hirist
- **Recruiting Talent Acquisition and Hiring** from Udemy
- **Strategic Human Resources, Talent Sourcing, Niche Recruiting** from LinkedIn