

DAMINI SHARMA

People Operations & Program Delivery — Recruitment, Coordination & Executive Support

India · Remote worldwide · Open to relocation abroad

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SUMMARY

Fresher HR and coordination professional with hands-on internship experience across full-cycle recruitment, HR operations support, and executive/founder support. Sourced and screened 100+ candidates end-to-end in a two-client recruitment pipeline, maintained structured HR/candidate records for HR-operations-style reporting, and ran end-to-end calendar coordination plus a 70+ record client outreach database for a Dubai-based founder. Certified in HR Management (Internshala) and Project/Product Management (Google, IBM). Strongest and most immediate fit is Human Resources, closely followed by Project/Program Coordination and Executive Assistance; comfortable owning deadlines, records, and stakeholder communication under shifting priorities. Consistently prefers direct client- and candidate-facing work over purely backend roles.

EXPERIENCE

Human Resource Intern — WeHireTalent Solutions, Mumbai (Remote)

Nov 2023 – Jan 2024

- Sourced 100+ candidates across LinkedIn, Naukri, Indeed, Shine, Monster, and foundit, screening profiles against client role requirements for two companies simultaneously
- Advanced candidates through the full recruitment pipeline to final-round interviews by conducting screening calls, coordinating outreach, and managing end-to-end candidate communication with accuracy and responsiveness
- Kept the founder and internal team aligned on pipeline status by maintaining structured, accurate candidate data and providing clear, regular progress updates across both client accounts
- Delivered hiring targets under tight deadlines by collaborating with a 10-member team, staying organized and adaptable while coordinating sourcing, screening, and interview scheduling

Virtual Assistant (Executive Support) — 7 Virtual Assistant Services (Remote)

Feb 2026 – Apr 2026

- Streamlined a Founder's day-to-day communication and scheduling — end-to-end calendar coordination, priority tracking, and one-on-one follow-up communication under constantly shifting priorities
- Built an organized, detail-accurate contact database of 70+ records for a Dubai-based client's outreach, conducting structured research and coordinating multi-channel (email and call) communication campaigns
- Improved cross-team task visibility for a 10-member team by coordinating deadlines and progress tracking in ClickUp, and maintaining accurate, well-organized records
- Increased website engagement/SEO performance by 10%, by executing on-site updates and producing AI-assisted content aligned with shifting daily priorities set by the Founder

AI Product Manager Intern — Nynexa (Remote)

Jun 2026 – Jul 2026

- Supported the shipping of an AI-powered funding-discovery and grant-application product from concept to beta in 1 month, enabling 100+ founders to identify eligible grants by startup stage, geography, and industry, by helping design and build the end-to-end matching workflow
- Cut manual application effort by 10%, by developing AI-agent workflows that converted founder/startup data into application-ready outputs
- Improved recommendation accuracy and closed product gaps by beta testing across 100+ founders, analyzing application outcomes, user feedback, and match-quality data
- Documented structured evaluation frameworks and test case logs in Notion/Jira, maintaining detailed, accurate records to ensure traceability and continuous improvement across sprints

SELECTED PROJECTS

- **AIPM Copilot — AI Product Management Platform** — Built an AI-powered platform that analyzes customer feedback and identifies themes, issues, priorities, and product opportunities using configurable prioritization frameworks. Automated PRD generation from prioritized feedback with human review and editing, built an A/B-testing experimentation planning module, and developed an AI evaluation layer unifying feedback → prioritization → PRD → experimentation → evaluation.
- **Grant Discovery & Eligibility Platform** — Built a centralized grant discovery platform aggregating global grants with structured data on eligibility, grant type, nationality, requirements, deadlines, and application links. Designed an eligibility-based grant matching workflow for founders, startups, VCs, and investors; enabled users to search, filter, evaluate, and access suitable grants from a single platform.

CERTIFICATIONS

- **Human Resource Management** — Internshala Trainings (6-week program; 79% final assessment score). Covered recruitment & selection, training & development, performance management, employee engagement & HR branding, HR analytics fundamentals, and business communication.
- **IBM AI Product Management Certification** — 10-course series on product management fundamentals, frameworks, and practice
- **Google Project Management Certificate**
- **Agentic AI Engineering** — building AI agents

SKILLS

Customer & Communication: Client & candidate communication, query resolution, multi-channel coordination (email & calls), fluent English (written & verbal), confident in direct client-facing interactions

HR-Specific: Recruitment & sourcing (LinkedIn, Naukri, Indeed, Shine, Monster, foundit), candidate screening, full-cycle recruitment coordination, HR analytics basics, employee engagement & performance management fundamentals

Project/Program Coordination: Cross-functional coordination, stakeholder management, deadline & progress tracking, organized record-keeping, adaptability under shifting priorities

Product Management: AI feature evaluation, RAG & LLM workflow testing, PRD collaboration & drafting, requirements analysis, prioritization frameworks, prompt engineering (learning), A/B testing fundamentals

Analytical: Attention to detail, user feedback analysis, performance metrics analysis, problem solving & process improvement

Tools: Jira, Confluence, Asana, ClickUp, Monday.com, Notion AI, Miro, Zapier, SQL, Google Workspace/MS Office, LangChain, Productboard, Claude Code

EDUCATION

Bachelor's in Business Administration (BBA) — <i>Hansraj Mahila Mahavidyalaya, Punjab, India</i>	Jul 2022 - Jun 2025
CGPA 7/10	
Class XII (Commerce) — <i>Punjab Board</i>	2022
9/10 — Merit Scholarship recipient	

POSITIONS OF RESPONSIBILITY

Executive Member, Placement Cell — <i>Hansraj Mahila Mahavidyalaya</i>	2024
- Organized and coordinated workshops and internship drives end-to-end, guiding students through registration and participation to ensure a smooth, well-supported experience - Collected and maintained accurate, well-organized student records, streamlining data handover and reporting for the placement cell - Collaborated closely with the student council team to ensure smooth, well-coordinated execution of placement activities	

ACHIEVEMENTS

- Winner**, inter-college debate competitions