

PAYAL SINGH

Indore

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PROFILE SUMMARY

Results-driven and highly organized recruitment professional experience of **2+ years** in identifying, acquiring, and assessing top talent. Proven track record in managing the entire candidate life cycle, both in IT and non-IT recruitment. Skilled in bulk hiring, campus placements, and stakeholder management. Proficient in utilizing HRMS and ATS platforms for seamless recruitment processes.

PROFESSIONAL SKILL

- Team Management
- Full-cycle recruitment
- Performance Review Processes
- Stakeholder management
- Candidate sourcing and screening
- Interview coordination and scheduling
- Campus Recruitment , Bulk Hiring
- Candidate engagement
- Excellent communication and interpersonal skills

CERTIFICATES

- Strategic Human Resources by LinkedIn Learning
- LOR from Vardhan Consulting Engineers.
- Global Online Trading Certification by Trakinvest
- Excel crash course by CFI
- Career Edge - Knockdown the Lockdown Certification by TCS-iON

EDUCATION

Master Of Business Administration

2019 - 2021

Acropolis Institute of Technology and Research, affiliated with DAVV

Bachelor of Commerce

2016 - 2019

SJHS Gujarati Innovative College, affiliated with DAVV

WORK EXPERIENCE

Senior HR Associate

February 2023 - September 2023

Futureense Technologies, Bangalore

- Successfully managed a team of 10 members, providing daily monitoring and support to ensure maximum productivity.
- Established and maintained strong working relationships with team members, fostering a positive and collaborative work environment.
- Developed and managed the performance review process, ensuring fairness and alignment with organizational goals.
- Handled end-to-end recruitment for various roles, including Data Science, Business Analyst, Java Developer, SQL Developer, Frontend, and Backend Developer.

- Proactively identified opportunities to improve HR performance and implemented effective strategies to enhance efficiency.
- Accomplished human resources and organizational mission by completing related results as needed, demonstrating dedication and commitment to achieving desired outcomes.

Talent Acquisition

October 2021 – January 2023

Groww, Bangalore

- Successfully managed end-to-end recruitment processes, including sourcing, screening, and interviewing candidates for both IT and Non-IT roles.
- Utilized platforms such as Naukri, LinkedIn, Indeed, InternShala to source qualified candidates and scheduled interviews for shortlisted candidates.
- Collaborated closely with hiring managers, panel members, and stakeholders to ensure alignment with business requirements and timely fulfillment of staffing needs.
- Conducted bulk hiring initiatives for customer support and collection positions, efficiently handling high-volume recruitment.
- Implemented and maintained recruitment and candidate trackers, ensuring accurate and up-to-date information for effective reporting and decision-making.
- Demonstrated exceptional stakeholder and vendor management skills, fostering strong relationships and ensuring seamless collaboration throughout the recruitment process.
- Proficiently utilized HRMS (DarwinBox) and ATS (Skillate) platforms to streamline recruitment workflows and enhance efficiency.

Financial Modeling (Management Trainee) (Internship)

May – July 2020

Vardhan Consulting Engineers

- Prepared revenue sheets, cost sheets, and financial flow statements.
- Conducted financial analysis and calculated equity IRR and project IRR.
- Gained hands-on experience with Excel.
- Worked on a real estate project and submitted projects in a timely manner.
- Received a letter of recommendation.

Languages Known

- English
- Hindi