**SUMMARY:**

* HR Professional with **1.5years** of rich work experience in recruiting professionals as well as generalist profile.
* Expertise in the areas of Staffing, Recruiting, Sourcing, Head Hunting, Team Handling, Reporting, Sourcing, Interviewing.
* Client Handling, Salary Negotiation, Executive Hiring, Contract Recruitment, Team Management
* Experienced in Volume/Mass Hiring and Niche Skill Hiring
* Possess excellent communications and interpersonal skills

**JOBEXPERIENCE:**

**Key Responsibilities:**

* Handling the recruitment process as and when required.
* Searching relevant profiles form job portals for different positions – Performing Boolean Search, IT Search
* Prescreening candidates with detailed phone screens.
* Evaluating candidate’s compatibility with specific job requirement
* Conducting a preliminary interview over the phone and ensuring that the candidate a right fit for the position
* Scheduling the interview with the client and coordinating with the candidate.
* Preparing daily track sheet and producing the weekly and monthly reports.
* Preparing MIS for Insurance and Loan.
* Preparing and issuing offer letters, appointment letters, warning letters.
* Conducting joining formalities and exit formalities.

**Employer :Vega Solutions**

**Duration :sep’2013 – Aug’2014**

**Designation :** HR Executive

**Responsibilities:**

* Looking after the recruitment process.
* Short listing resumes by evaluating the candidate’s communication skills, presentation & technical skills based on client requirement.
* Coordinating with candidates & scheduling the interviews.
* Follow up with selected candidates to confirm their joining & keep the respective department informed of the same.
* Involved in sourcing profile through recruitment channels like job portals and employee referrals.
* Maintain MIS for insurance and loan and graph to figure out their targets for day to day activities of employees.
* Performing all the HR related activities

**Employer :Mantra HR Management Pvt. Ltd**

**Duration : 18th feb,13 – 30th aug,13**

**Designation :** HR Executive

**Responsibilities:**

* Sourcing of the resumes through web portals, referrals &other database and short listing them.
* Scheduling the interviews for the shortlisted candidates.
* Taking the first round of interview and then coordinating with the other for further procedure.
* Follow up with selected candidates to confirm their joining & keep the respective department

Informed of the same.

* Short listing resumes by evaluating the candidate’s communication skills, presentation & technical skills based on client requirement.
* Coordinating with clients & scheduling the interviews for the shortlisted candidates.
* Follow up with selected candidates to confirm their joining & keep the respective department informed of the same.
* Involved in sourcing profile through recruitment channels like job portals and employee referrals.

**Achievements:**

* Completed monthly target of 60k for the month of May and closed down the requirement of the company for the Non-IT profile.
* Appreciated from my seniors for giving my best performance for the month and was chosen as a best recruiter for the month.

**TRAININGS/INTERNSHIP UNDERGONE:**

Project Title “Organizational role stress, role efficacy, and role clarity and job satisfaction among group of insurance worker”

* Two Months of summer training at INDIA INFOLINE LIMITED in the HR department
* Studying the policies of the company and implementing.
* Understanding the training and recruitment procedures of the organization and Screening CV from job portals, calling the candidates and taking 1st round of interview

**EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Institute** | **Year** | **Marks (%)** |
| MBA | west Bengal of university (WBUT), Kolkata | 2012 | 70 |
| BBA | The University Of burdwan | 2010 | 60 |
| CBSE | DAV, Bhandaridah | 2007 | 72 |
| ICSE | De Nobili School, Chandrapura | 2005 | 55 |

* **STRENGTHS:**
* Ability to work and execute in challenging environments in tight schedule.
* Ability to do disciplined and time managed work.
* Excellent problem-solving skills.

**PERSONAL INFORMATION**

**Date of Birth** : 28th September, 1989

**Languages Known** : English, Hindi

**Marital Status** : married

**Nationality** : Indian

**Gender** : Female

**Hobbies** : Cycling, Running, Chess &Cricket.

**Contact Address** :901/1,6th main road KHB colony near GVR plaza,

RT NagarBangalore -560032

## I hereby declare that the above mentioned information is correct as best of my knowledge.

Place:Bangalore Ritukumari Singh  
Date: