

CHITRA SINGH

HR ADMIN AND RECRUITMENT.

PERSONAL STATEMENT

Professional, HR Executive in Human Resources Admin and recruitment. Worked as Recruiter and now Looking to achieve a position in business environment, which will utilize my skills in Talent acquisition and Admin HR while providing me new Challenges and Opportunity.

CONTACT

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📍 B Block Sec-56 Noida

in <https://www.linkedin.com/in/chitra-singh-074622221/>

LANGUAGES

English

Hindi

Punjabi

SKILLS

Recruiting

On boarding

Developing training programs

Employee Relations

Organisational Communication

Leadership mentoring

Team building

Sourcing

Screening & Interviewing

Job posting

EXPERIENCE

HR Admin and Recruiter

Cube Software Pvt Ltd Sep 2022 - Present

- Filling positions within an organization.
- Designing and implementing recruiting systems for the organization.
- Sourcing potential candidates using various online platforms (e.g. Naukri, Hirect, Linkdin, Indeed, Job Hai, Apna etc.)
- Screening incoming resumes as well as application forms
- Handling of administration and record-keeping.
- Drafting and posting job descriptions.
- Interviewing candidates.
- Preparing job offers.
- Maintaining the attendance Records
- Preparing the Offer and Relieving letter
- Manage onboarding and new hire process

HR Admin and Recruiter

Gates India Pvt Ltd Jul 2020 - Mar 2022

- Schedule and coordinate meetings, appointments and travel arrangements for supervisor and managers.
- Handle the office maintenance, housekeeping and security Team Manage the canteen service, pantry goods, Office Purchase & company transport.
- Lining up suitable candidates for interview.
- Preparing offer letters, new joiner & involve in induction process.
- Coordinate the training for new joining associates and existing associates.
- Taking care of the Attendance Management, Leave Management Manage the company events
- Welcome guest as soon as they arrived office & accommodation for guests.

HR Recruiter

Vibgyor Techno System Pvt Ltd

Nov 2012 - Mar 2015

- Filling positions within an organization.
- Designing and implementing recruiting systems for the organization.
- Sourcing potential candidates using various online platforms (e.g. Naukri, Monster, Indeed, etc.)
- Screening incoming resumes as well as

application forms

- Preparing offer letters, new joiner & involve in induction process.
- Coordinate the training for new joining associates and existing associates.
- Taking care of the Attendance Management, Leave Management Manage the company events
- Welcome guest as soon as they arrived office & accommodation for guests.

EDUCATION

Master of Business Administration

Lucknow University *Mar 2010 - May 2012*

B.sc (MATHEMATICS)

CSJM University *Mar 2007 - May 2010*