

Shipra Singh

Senior Talent Acquisition Specialist



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CORE COMPETENCIES

- Technical Recruitment
- Strategic Sourcing
- Stakeholder Management
- Employer Branding
- Candidate Engagement
- Talent Management
- Referral Management
- Employee Relations
- HR Operations

EDUCATION

MBA in HR & Marketing

NOIDA INSTITUTE OF ENGINEERING & TECHNOLOGY
Noida
2015-2017

B.Tech in Computer Science

GNIT GIRLS INSTITUTE OF TECHNOLOGY
Noida
2011-2015

HIGHLIGHTS

- TO THE NEW - Managed the entire journey of the candidates on 15 tech competencies simultaneously across all levels
- DIAGNAL - Awarded 2021 Most Valued Player of TA Team

CAREER SUMMARY

A seasoned HR professional with 7+ years of experience in the IT and technology space, specializing in Product-based hiring. Skilled in Stakeholder Management, Relationship Building, Operations, Employee Engagement, and Employee Relationship Management, with strong interpersonal skills to drive organizational success.

EXPERIENCE

Senior TA Partner

[Dyninno India](#) | Oct-2022 till Jan-2025

- Recruited talent including Senior level and Managerial level positions in Technology
- Extensive experience in the Travel domain, specializing in delivering effective solutions and driving results
- Regular coordination with Hiring Managers on the active requirements
- Responsible for pre-screening and qualifying candidates, conducting virtual and in-person interviews
- Responsible for conducting global rounds for the shortlisted candidates
- Salary negotiations and Offer generation
- Developed diverse candidate pool utilizing social media sources including LinkedIn, Naukri, Boolean Search, Instahyre and HIRIST
- Experience in Talent Mapping and Market Research to identify key talent and optimize recruitment strategies
- Maintained the Offer to Joiner ratio of 72%
- Doing Market Research and propose the new budget ranges
- Maintained the Recruiting cost as per the given budgets and revamped budgets
- Worked towards increasing the interview to selection ratio
- Responsible for recording the candidates interview journey on SAP
- Experience in leveraging platforms like HackerRank for talent acquisition, streamlining the hiring process with technical assessments

- *DYNINNO – Appointed as the representative for one of the core values of Cultural Brand Ambassador program*

PROFILES WORKED UPON

Reactjs, Nodejs, PHP, MERN Stack, Golang, React Native, iOS, Android, Quality Engineering, Data Science, MEAN Stack, Angular, Python, .Net, Big Data, Java, UX/UI, Graphic Design, Drupal, Magento, Blockchain, Machine Learning & Artificial Intelligence, DevOps, Cloud Operations, AEM, Information Security, Penetration Testing, Business Analysis and Project Management

SKILLS

- *Quick Learner*
- *Detail Conscious*
- *Ability to maintain interpersonal relations*

Senior Talent Acquisition Specialist

[Diagnal - OTT Product Specialists](#) | Feb-2021 till Oct-2022

- Provide full recruitment life cycle support to the business for permanent positions
- Collaborate with Hiring Managers, CEO and Project Director on the hiring needs
- Develop sourcing strategies, plans and pipelines through Boolean searches, social media and targeted company search
- Leverage internet search, LinkedIn, networking and direct sourcing to connect with potential candidates working in OTT space
- Research and recommend new sources for active and passive candidate recruiting
- Extensive experience leveraging deep dive internet tools like BigShyft, CutShort, Hirist, Instahyre, Naukri and Angellist
- Generate weekly metrics and reports to assess and ensure continuous improvement of the recruitment process
- Experience in leveraging platforms like Coderbyte for talent acquisition, streamlining the hiring process with technical assessments

Executive – Human Resources

[TO THE NEW](#) | Oct-2019 till Feb-2021

- Responsible for full life cycle recruiting and hiring for Technology Division
- Managing end to end recruitment across all levels ensuring right Compensation, Band Structure and Role fitment
- Experience in identifying candidates through multiple sources including Employee Referrals, Professional Networking sites viz LinkedIn, Career Site applications and Job Boards
- Generating company wide mailers for the weekend Recruitment drives to invite Referral Applications
- Being the Referral SPOC, accountable for handling and resolving Employee's queries around the Referral piece through the Ticket Management System
- Partner with Hiring Manager with a focus on continuous improvement of the Referral Process Management
- Managing the candidate experience by being the initial contact, moving candidates through the interview process and act as the SPOC till their onboarding through the internal Candidate Engagement Plan
- Actively involved in driving and managing the building of candidate database over ATS

HR Executive

[SECNINJAZ TECHNOLOGIES LLP](#) | Jun-2017 till Oct-2019

Talent Acquisition:

- Managing complete recruitment life cycle of the business to deliver qualified talent pool of professionals.
- Understanding business requirements, reviewing the JD and performing R&D
- Hands on experience with multiple jobs boards and sourcing platforms viz Naukri, Monster, Shine, LinkedIn, CutShort, iimjobs, Hrist, Instahyre, Indeed
- Doing salary negotiations with selected candidates

HR Operations:

- Briefing the new hires on Company policies, procedures and culture followed by the company and the team hierarchy.
- Filing relevant documents of the new hires as required.
- Initiating and performing BGV
- Releasing appointment letter with working agreements and policies
- Maintaining and regularly updating Personnel records.
- Conducting and facilitating proper documentation of the exit formalities