

VAISHNAVI SINGH

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Summary

- Overall Experience 3+ in Human Resources.
- Seeking to take next career step with respected organization dedicated to world class quality.
- Superior skills in encompassing corporate full life cycle recruiting and Account Management.
- Delivering quality talent to hiring teams across business units.
- Knows all the methodologies of sourcing like head hunting, employee referrals and sourcing through direct channels.
- In coordination of interviews and keen ability to understand the needs and objectives of hiring.
- Managing Account, Client Handling, End to end Recruitment.

Company Name: Atyeti Inc.

- Designation: Account Manager
- Duration: Mar 2021 to Till Date
- Location: Pune
- Profile: Recruitment: IT (Banking Domain) / Account Management

Key Skills Hired: Microsoft Technologies (.Net Technologies – Asp.net, .net core, .net full stack), Java/J2EE technologies (Microservices, Core Java, Full stack, multithreading, spring framework, hibernate, webservices), C++, Testing Technologies (Automation testing, Manual/Functional Testing, Selenium + Java, Performance testing, Load Runner, Services Testing, ETL/Database testing), DevOps Technologies (Ansible, OpenShift, Red hat, HashiCorp Vault), Database Technologies (SQL, Oracle PL/SQL), Mainframe Technologies (Cobol, JCL, CICS), Data Science (Python, AI/ML), Python Technologies (Django, Flask, OOPS technologies)

- Levels/Band Hired: 7A: 2-4Years, 6C: 4-6Years, 6B: 6-8Years, 6A: 9-12Yrs
- Designation Hired: Analyst, Senior Analyst, Software Engineer I, II, III, Lead, Assistant Manager, Manager.

CompanyName: DR Enterprises, Pune:

Duration: Nov 2020toFeb 2021- HR Admin

- Evaluating the performance of the management system.
- Preparing and maintaining the various reports and documents.
- Reviewing and analysing the data,
- Maintaining the job application materials and documents and ensures about the complete accuracy and confidentiality.

CompanyName:Yellow boxHRServices, Pune:

Duration: Jun 2019 to Nov 2019-Recruitment Executive

- Filling positions within an organization
- Developing own network of suitable candidates.
- Executing recruitment plans efficiently.
- Drafting and posting job descriptions.
- Interviewing candidates.

Key skills:

- Good communication, language and typing skills.
- Competent with MS word, MS excel, MS power point.
- Quick to learn with new applications and tools.
- Time management and ability to work under time pressure without compromising on quality.

Educational Qualifications:

- **Graduate (HR) From ITM University** with 50.26%
- **Intermediate: From N.I.O.S** with 78.33%
- **High School: From U.P. Board** with 63.66%

Hobbies and Extra circular activities:

- Singing, Playing Guitar
- Painting and crafting,
- Table Tennis

Declaration

I confirm that the information provided by me is true to the best of my knowledge and belief.

Date:

Place:

(Vaishnavi Singh)