

Surabhi Singh

Associate Talent Acquisition

PERSONAL STATEMENT

A highly energetic and passionate Talent Acquisition with diverse background in strategic sourcing, staffing, team management, and human resources. An experienced recruiter with in depth background in full life cycle Technical Recruitment with a solid track record of screening, interviewing, negotiating, sourcing and closing candidates.

WORK EXPERIENCE

Associate Talent Acquisition

Zyoin - August 2021 – Present

Responsibilities:

- Responsible for end-to-end recruitment process for various clients (Cleartrip, Navi, Acko, One Assist, Sundial, Dotpe, Tessell, Tekion, Zilingo).
- Great exposure to work on IT Profiles like Backend Developer, Frontend Developer, Testing Engineer, Big data Analyst, Full stack developer, Android Developer, Devops Engineer for different product based clients.
- Responsible for screening, qualifying, interviewing, negotiating, reviewing company policies and procedures with applicants, and extending offers and follow-ups.
- Developed and implemented internal HR processes, including classification of positions, job postings, interviews and application tracking system
- Coordination with the candidates as well as with stake holders until selection and afterwards documenting their records for verification.
- Experience in handling drives for various skills independently.
- Handling junior as well as senior requirements as per the client's expectations.
- Mentored new recruits, provided on boarding seminars and conducted group and individual training sessions.
- Counsel the candidate on corporate benefits, salary and corporate environment.

HR Intern

Pranav Autotech – September 2020 – March 2021

Responsibilities:

- Applied sourcing methods to find the right candidates by leveraging different tools like internal database, Job portals (Naukri, Instahyre), Networking sites like LinkedIn (Job posting) & internal referrals
- Performing in-person and phone, Skype interview of candidates and partnering with hiring managers to determine staffing needs
- Making recommendation to company hiring managers and coordinating interviews with them
- Handled documentations and salary negotiation part along with Offer letter generation and joining follow ups.
- Prepared and updated employment records, including compensation packages, benefit, disciplinary behavior and disputes

CONTACT DETAILS

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LinkedIn:

<https://www.linkedin.com/in/surabhi-singh-5a44ba214>

SKILLS

ATS tool, Microsoft Office, Outlook 365, PowerPoint Presentation, End to end recruitment, IT hiring for startups and product based companies, Client Management, Multitask, Effective communication skills, Confident delivery

EDUCATION

Master of Commerce

Chaudhary Charan Singh University

Year of passing 2020

1st Division

AWARDS

Kudos award for excellent performance, Sourceathon winner for sourcing maximum profile in 2 hours, Infectious energy award for outstanding performance

INTERESTS

Singing
Cooking
Traveling

LANGUAGES

English
Hindi