

Sugandha Singh

Talent Acquisition Manager

PROFILE SUMMARY

Talent Acquisition Manager with substantial expertise directing large-scale corporate programs to maximize recruiting efforts for industry leaders. As experienced leader with expertise in full-cycle recruiting and building corporate relationship the result in high quality hiring to difficult role. Ability to work with management to identify methods for increasing employee productivity and engagement. Strategic thinker and self-motivated recruiter capable of exceeding quotas for time to fill, client/candidate satisfaction and retention through inventive sourcing strategies in a fast-paced, deadline driven environment.

Contact

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Skills

Hiring

Team Management

Client Management

Talent Management Upper intermediate

Work History

2022-06 -
Current

Talent Acquisition Manager

Qss Global, Jaipur

- Leading a team of 6 recruiters for the following roles – IT, strategizing sourcing for meeting the target hire numbers by efficient and consistent pipelining through hiring portals like LinkedIn Recruiter, Naukri, ATS Database and internal hiring mechanisms like Sourcing Jams and Referral Campaigns along with Vendors and Ensure timely and accurate service delivery at defined productivity levels.
- Set up entire reliability Business Unit in Qss Global function from the scratch
- Hands-on-experience in end-to-end talent / recruitment management process, Salary Negotiation, employee engagement, talent development, Diversity, Inclusion & Belonging, grievance handling, Offer releases, Onboarding and so on.
- Consult with assigned Business Heads & hiring managers to determine current and future talent needs and create and

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| Talent Acquisition | <div><div></div><div></div><div></div><div></div><div></div></div> | Upper intermediate |
| Leadership Hiring | <div><div></div><div></div><div></div><div></div><div></div></div> | Upper intermediate |
| Executive Search | <div><div></div><div></div><div></div><div></div><div></div></div> | Upper intermediate |
| Senior Level Hiring | <div><div></div><div></div><div></div><div></div><div></div></div> | Upper intermediate |
| Head Hunting | <div><div></div><div></div><div></div><div></div><div></div></div> | Upper intermediate |
| Sourcing | <div><div></div><div></div><div></div><div></div><div></div></div> | Upper intermediate |
| Client Management | <div><div></div><div></div><div></div><div></div><div></div></div> | Upper intermediate |

Languages

English

Hindi

Gujarati

implement workforce planning, development, and retention strategies

- Sourcing profiles using all possible channels Including Internal resource and spearheading full cycle recruitment,selection and other employment related activities for all positions
- Constantly connecting with Stakeholders or Customers and their teams to ensure that each project goal and objective is met with satisfaction. Assess current and future staffing needs against the business strategy and develop pipelines, accordingly, oversee implementation of appropriate talent acquisition time plans.
- Expert in Premium, CXO level, executive and lateral level hiring .

2020-07 -
2022-06

key account manager

Zentek Infosoft, Jaipur

- Developing growth strategies and plans - Managing and retaining relationships with existing clients - Increasing client base -Having an in-depth knowledge of business products and value proposition - Writing business proposals -Negotiating with stakeholders - Identifying and mapping business strengths and customer needs -
- Researching business opportunities and viable income streams -Following industry trends locally and internationally - Drafting and reviewing contracts -
- Reporting on successes and areas needing improvements
- Responsible for end to end hiring for Technology vertical
- Working closely with Hiring Managers, stakeholders, and the sourcing engine at the Backend.
- Managed vendor, Campus Hiring
- Managing salary negotiations, Offer proposals, all background checks, and other approvals prior to hi

- Managed 3 business at a time with more than 10 hiring managers with a total of 25 plus positions every quarter.

**2019-05 -
2020-08**

Training Placements Assistant

JECRC University, Jaipur

- Build relationships with key employees among customers
- Collaborate with internal teams to address customer needs
- Set sales and revenue targets and work diligently to meet them
- Ensure both the company and clients adhere to contract terms
- Coordinating interviews with the hiring managers -Communicating employer information and benefits during screening process
- Target to get more business on board

**2018-05 -
2019-05**

Client Relationship Manager

Equations Placement, Ahmedabad

- Building and maintaining relationships with client and key personnel within customer companies
- Conducting business reviews to ensure clients are satisfied with services
- Updating the CRM and ensuring account managers are aware of changes within clients.
- Sourcing and screening profiles from Real estate and BFSI industry
- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Responsible for 360-degree recruitment spanning through sourcing, screening, conducting HR interviews, structuring competitive package proposals, salary negotiations and extending offers for (Leadership hiring, niche skill hiring,

2017-11 -
2018-06

Talent Acquisition Specialist

Addrec Solutions, Ahmedabad

- Source potential candidates through online channels (e.g. social platforms and professional networks)
- Compiling interview questions and conducting in-person or video call interviews with shortlisted candidates.
- Documenting processes and fostering good relationships with potential candidates and past applicants.
- Developing hiring strategies and procedures in line with industry trends, as well as keeping informed of advancements in the field.
- Representing the organization at job fairs and recruiting events

2016-11 -
2017-11

Social Media Executive

Social Bhandar, Ahmedabad

- Client Servicing at Social Bhandar
- Brand collaboration, Brand relationships, overall Branding
- Manage marketing strategies with the client
- Brand collaborations and Event Management

Education

2015-04 -
2017-05

MBA: Event Management And Public Relations

Bharathiar University - Coimbatore

2012-04 -
2015-04

B.A: Journalism

College Sardar Patel University (SPU) - Anand
GPA: /10

Certifications

Board CBSE

Medium English

Year of Passing 2011

Grade 60-64.9%

Class X

Year of Passing 2009