

Ishika Singh

Summary

- Resourceful and meticulous Recruiter with over 6+ years of experience communicating and collaborating effectively with all levels of hiring managers and candidates to maximize talent quality and overseeing new hire orientation process. Seeking to take next career step in talent management with a growing organization that rewards hard work, results, and leadership skills.

Skills

- Recruitment Strategy
- Applicant Tracking System
- Client Handling
- Team Handling
- Interview Coordination & Onboarding
- Negotiation Skills
- Contract Hiring
- Data Analysis
- Stakeholder management
- End to End Recruitment
- Head Hunting & Mapping
- Talent Acquisition

Experience

LEAD RECRUITER_ 05/2021 - Current
HDL Consultants, Thane, Maharashtra

Manage end-to-end recruitment processes, from understanding hiring needs to onboarding new hires. Collaborate with hiring managers to define job specifications and develop recruitment strategies tailored to each role.

Working with a variety of clients across different domains or industries.

Leverage multiple sourcing strategies, including job boards, social media, referral and reaching active & passive candidates.

Lead and mentor a team of 4 professionals, ensuring high levels of motivation and performance.

Screen resumes and applications to ensure candidates meet job criteria; conduct initial phone screenings to assess cultural and technical fit.

Coordinate interview schedules with hiring teams, ensuring a streamlined and positive experience for candidates.

Skillfully leverage ATS Software, specifically JobDiva & RMS (Recruitment Management System), to streamline the recruitment process from job posting to candidate onboarding.

Negotiate offer packages with candidates, balancing the company's constraints with candidate expectations.

Stay updated on industry trends, market intelligence, and best practices in recruitment to continuously refine and improve processes.

RECRUITMENT SOLUTION_ ASSISTANT MANAGER 12/2013 - 03/2017
Infoedge India Ltd, Naukri.Com, Delhi NCR

Conducted candidate sourcing, screening, and shortlisting tailored to specific client needs.

Engaged with potential clients to assess their recruitment needs and provided customized recruitment

packages.

Spearheaded sales strategies for greater market penetration within the designated territory.

Managed and nurtured high-value client accounts, constantly addressing their needs for repeat and referral business.

Addressed customer concerns related to the recruitment process and ensured customer satisfaction by maintaining high-quality standards.

Gained feedback from existing accounts to enhance and refine the recruitment solutions offered.

ASSOCIATE CONSULTANT 10/2012 - 11/2013

International Omerta Consulting, Gurgaon

Managed the recruitment of middle to senior-level positions within client organizations.

Collaborated with client HR professionals to understand role requirements and crafted job descriptions accordingly.

Sourced candidates from diverse channels and conducted initial screenings for role compatibility.

Coordinated with partners and candidates to streamline the interview process.

Successful placements included Senior HR Manager positions at VLCC and JAK Group, and Branch Head at IDP.

Education and Training

MBA, Human Resources Management, 07/2023

DY Patil University, Navi Mumbai

Digital Marketing Certificate, 2019

Digiperforma , Gurgaon

B.COM, 2009

Career College, Bhopal

Additional Information

DOB : 10-02-1988

Marital Status : Married