

SANDHYA SINGH

Contact: 9140475956

Email ID: sandhyasingh8918@gmail.com

Location: Noida, India

CAREER OBJECTIVE

An enthusiastic & professional Recruiter (IT & Non IT) who is quite proficient managing the complete cycle of the of the recruitment process right from job description analysis closing the offer letter.

PROFILE SUMMARY

- Hand on experience with job sites such as Monster, Linked in, Naukri, Indeed etc.
- Adept at the sourcing of candidates via social media platform and online resume database.
- Possess sharp business insight in probing as well as understanding client specification.
- Capable of blending with people of diverse culture & backgrounds.

KEY SKILLS

- Recruitment
- IT/ Non-IT Hiring
- Joining Formalities
- Employee Documentation
- Bulk Hiring/ Volume Hiring
- Mass Mailing
- ATS
- LinkedIn
- Screening
- Staffing
- Social Media Recruitment
- MS Office
- Client Management
- End To End Recruitment

Experience Summary

Sr. IT Recruiter @ Teamware Solutions Inc.

March 2023 To Present

- Expert in IT & Non-IT Hiring.
- Having good experience to source profiles for multiples Domain like Banking, Finance, Insurance, Automotive, Healthcare etc.
- Getting requirements from VMS, Preferred Vendors, submitting suitable consultants, follow upon submissions, fixing up interviews, finalizing placements.
- Scheduling and participating in the status calls with the Managers.
- Negotiate with potential hire, extend offers, negotiate compensation, facilitate the placement
- Update and track candidate's database as per company standards.
- Updating profiles in ATS
- Built good relationship with the candidate, follow up till onboarding.

HR Recruiter @ MOUNT TALENT CONSULTING PVT LTD

February 2021 To January 2023

- Experience in IT & Non IT Hiring.
- Sourced for India, Singapore, Malaysia, Australia & Japan.
- Good Experience in Bulk Hiring.
- Used outstanding communication and networking abilities to develop and maintain key industry partnerships.
- Managed interview process on behalf of clients and candidates, maintaining appropriate confidentiality with both parties.
- Interviewed potential candidates, taking accurate notes to determine suitability for available positions.
- Sourced candidates through social media platforms, validating suitability for available positions.
- Hiring Candidates through various job portals and Social Media (LinkedIn, Whatsapp etc.)
- Hired Resources for BFSI & Automotive Domain.

IT Recruiter/ HR Executive @ Right Resources Corporate Support Services

May 2018 To January 2021

- Expert in IT & Non-IT Hiring
- Conducted applicant pre-screening and interviews.
- Developed close relationships with candidates that were close to being hired to truly evaluate whether or not they'd fit the culture.
- Researched job descriptions and qualifications for matching with appropriate candidates.
- Permanent & Contract to Hire (C2H)
- Maintain Data of the Candidates.

Academia

- High School from UP Board in 2008.
- Intermediate from UP Board in 2010.
- Bachelor of Science (BSC) from CSJM University in 2013..

Key Result Areas

- Sourcing Interviews and hiring IT & Non-IT professional for multiple projects and assignments in the information technology service industry.
- Composing as well as updating the data base of IT & Non-IT Professionals for near future hiring.
- Building and managing relationships with the Clients.
- Highly adept in using simple search filters, advance search filters, posting jobs, etc. on Naukri, Monster, LinkedIn etc.
- Educating and convincing candidate to sign the relevant contract statements required close to job offer.
- Proficient in serving high client as well as professionals across Australia, Singapore, Malaysia, Japan & India.

Personal Dossier

Mobile	:	+91 – 9140475956
Email	:	sandhyasingh8918@gmail.com
DOB	:	12-August-1994
Marital Status	:	Married
Gender	:	Female
Hobbies	:	Dancing, Listen to Music
Languages	:	English, Hindi

Declaration

I confirm that all the data mentioned above are absolutely correct to the best of my knowledge.

Sandhya Singh.