



# Aishwarya Singh

HR seeking opportunities in Talent Acquisition, HR operations, employee management, payroll, talent & performance, onboarding, employee relations, HR policies, performance appraisal, Workforce planning & restructuring, Attrition analysis & retention.

## GET IN CONTACT

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## PERSONAL DETAILS

- Total Experience 7 Years 0 Month
- Current Location Bangalore/Bengaluru
- Date of Birth Oct 20, 1992
- Gender Female

## SKILLS

- HR Operations
- End To End Recruitment
- Salary Negotiation
- Offer Negotiation
- Offer Generation
- Onboarding
- Induction
- Client Relationship Management
- Employee Engagement
- HR Administration
- Attendance Management
- Team Management
- Process Management
- Human Resource Management
- Resource Planning
- HR Generalist Activities
- Employee Retention
- Resource Deployment

## LANGUAGES KNOWN

- English
- Hindi
- Oriya
- Bengali
- Telgu

## SOCIAL LINKS

- [www.linkedin.com/in/asingh92](https://www.linkedin.com/in/asingh92)

## PROFILE SUMMARY

- Collaboration with leaders and LoB heads is crucial for driving efficient people processes.
- Expertise in employee recruitment from initial sourcing to salary negotiation and offer generation.
- Adept at managing joining formalities, inductions, and employee records, including assigning unique employee IDs.
- Excellent at attendance and leave management, ensuring adherence to organizational policies.
- Proactive in developing, updating, and implementing compensation plans, rewards and recognition schemes, and HR policies to align with organizational goals.
- Serves as a Single Point of Contact (SPOC) for multiple IT clients, facilitating seamless communication and issue resolution.
- Consistently reviewing, modifying, and introducing new systems and procedures, with a particular focus on leave management and HR information maintenance.
- Successfully managed personnel records for the HR team.

## EDUCATION HISTORY

### Graduation

Course	B.Tech/B.E.( AEI )
College	ITER
Year of Passing	2014
Grade	7.4/10

## WORK EXPERIENCE

Jan 2021 to Present

### Manager Operations and Talent Acquisition at Quali bar Private Limited

- Reporting to CEO
- Job Portal: LinkedIn, Naukri, CareerBuilder

#### Responsibilities:

- Demonstrated accountability for individual and team performance, driving departmental results and excellence.
- Authored essential HR documents, including HR policies, employment contracts, recruitment procedures, performance appraisal forms, employee handbooks, compensation documents, onboarding protocols, employee management guidelines, exit processes, and holiday calendars.

- Managed the complete recruitment lifecycle, from initial screening to interview scheduling, offer issuance, and salary negotiations.
- Simultaneously managed and led both the Talent Acquisition teams in the US and India, overseeing the entire recruitment cycle for both regions.
- Crafted and refined job descriptions, specifications, and evaluations in collaboration with department heads to ensure alignment with organizational goals.
- Provided continuous oversight and evaluation of process efficiency and team performance, implementing improvements as necessary.
- Generated and maintained Management Information System (MIS) reports and monthly budget reports.
- Formulated and introduced recruitment policies in accordance with staffing projections.
- Orchestrated seamless onboarding experiences, including induction processes, employee record maintenance, and unique employee ID assignments.
- Ensured strict adherence to organizational guidelines and process compliance.
- Led and mentored the HR team, ensuring the smooth execution of HR operations.
- Acted as the Single Point of Contact (SPOC) representing the company to various IT clients.
- Defined strategic plans, policies, and procedures to enhance operational efficiency and foster employee development.
- Fostered positive employee relations by offering support and counseling to resolve issues promptly.
- Conducted one-on-one sessions with employees, providing outcome analysis and reporting to management.
- Supervised a team of 16 resources, fostering teamwork and productivity.

May 2019 to Jan 2020

**Consultant at GENERAL ELECTRIC (GE)**

- Reported to HR Head of GE
- Scalene Works People Solution LLP (Payroll Company)
- Job Portal: LinkedIn, Naukri & TRMX

**Responsibilities:**

- Led client interactions and meetings, taking charge of client relationships.
- Managed the full recruitment cycle, including initial screening, interview coordination, and scheduling.
- Demonstrated expertise in sourcing candidates through LinkedIn and proactively building a database of passive candidates.
- Utilized TRMX (ERP used in GE) to source potential candidates efficiently.
- Independently analysed requirements and collaborated with Hiring Managers to ensure clarity of job descriptions.
- Delivered top-quality candidates to meet business needs with minimal response time.
- Successfully closed requirements at various levels, ensuring client satisfaction.
- Effectively supervised a team of 10 resources, promoting

teamwork and productivity.

Apr 2018 to Jan 2019

**IT Recruiter at Huawei Technologies**

- Reported to HR Manager
- CSI Interfusion India Pvt. Ltd. (Payroll Company)
- Job Portal: LinkedIn, Naukri

**Responsibilities:**

- Managed the entire recruitment life cycle, including initial screening, interview scheduling, offer preparation, and salary negotiations.
- Demonstrated proficiency in candidate sourcing through LinkedIn and proactively building a database of passive candidates.
- Sourced potential candidates through diverse channels, including networking, staffing agencies, employee referrals, and job portals.
- Independently handled requirement analysis, candidate sourcing, and maintained a pool of qualified resumes.
- Conducted preliminary interviews to assess candidate suitability, academic and professional qualifications, experience, and communication skills.
- Ensured swift delivery of top-notch candidates to meet business needs with minimal response time.
- Excellently managed multiple requirements and deadlines within a fast-paced environment.
- Successfully closed positions at various organizational levels, achieving client satisfaction.
- Supervised and led a team of 6 resources, fostering collaboration and productivity.

Nov 2015 to Apr 2017

**Team Leader - Recruitment at Ayant Software Pvt. L td.**

- Reported to Vice President
- Job Portals: LinkedIn, Monster, Indeed, Handshake, and some direct university resume books

**Responsibilities:**

- Successfully managed both the Talent Acquisition teams in the US and India, overseeing the entire recruitment cycle for both regions.
- Spearheaded campus recruitment initiatives, ensuring the influx of top talent.
- Demonstrated expertise in high-volume recruitment, managing recruitment activities from job posting to offer letter preparation.
- Efficiently handled recruitment activities, including pre-screening, phone interviews, lead generation, reference checks, and offer preparation.
- Maintained and updated Fieldglass (VMS) for streamlined staffing processes.
- Collaborated closely with Resource Managers to address staffing issues, encompassing candidate selection, offers, and salary negotiations.
- Crafted effective and innovative recruitment strategies to attract high-quality technical candidates for client companies.
- Established strategic partnerships with senior management to align staffing with organizational needs.
- Actively participated in weekly recruitment meetings and

conference calls, with a focus on troubleshooting challenging positions and resolving client issues.

- Conducted recruiting across diverse skillsets and technologies, including ERP, Data Analysis, Java, SAS, Business Analysis (BA), Business Intelligence (BI), Quality Assurance (QA), SAS BI, Android, .Net, and UI-UX.
- Provided pre-interview preparation and post-interview follow-up support.
- Effectively led and managed a team of 30 resources, promoting teamwork and productivity.

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## **ACHIEVEMENTS**

Successfully set up and launched two startups from scratch, demonstrating entrepreneurial acumen and leadership.

- Ayant Software Private Limited
- Qualibar Private Limited

Awarded the Best Performer Award for 2017 at Ayant Software Pvt. Ltd.

Recognized with The Best Recruiter Award for 2019 at Huawei Technologies.