**PARUL SINGH**

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Mob - 9902612841  Whitefield,Bangalore India

**Objective**

Highly motivated and results-driven professional with a strong educational background in Computer Science and Management, seeking opportunities to contribute effectively to a dynamic organization's growth and success.

**Education**

Bachelor of Engineering in computer science, Rajeev Gandhi Proudyogiki Vishwavidyalaya,

Bhopal (Madhya Pradesh)

2004-2008

Master of Business Administration in information technology, Awadhesh Pratap Singh Vishwavidyalaya,

Rewa (Madhya Pradesh)

2010- 2012

**Professional Experience**

**Inspire Solutions Recruitment Consultancy Firm, Bangalore, Karnataka**

Job Profile: Recruitment Consultant -July 2022 to February 2023

- Successfully sourced and recruited qualified candidates for various positions in diverse

industries

- Conducted interviews, assessed candidates' skills, and matched them to appropriate job

opportunities.

- Built and maintained strong relationships with clients and candidates, ensuring a high level

of satisfaction.

- Assisted in developing recruitment strategies and contributed to improving the hiring

Process.

**Teaching Experience**

**School Euro kids – Whitefield Bangalore, Karnataka**

Academic Role: Teacher – April 2017 to August 2018

- Facilitated classroom learning, providing instruction, guidance, and support to students.

- Assisted in curriculum development, course planning, and evaluation methods.

- Conducted research and contributed to academic projects within the department.

- Provided mentorship and guidance to students, fostering a positive and conducive learning

environment.

**Key Skills**

- Strong understanding of recruitment processes and talent acquisition strategies.

- Proficient in assessing candidates' qualifications, skills, and fit for specific roles.

- Excellent interpersonal and communication skills, both written and verbal.

- Ability to effectively manage multiple tasks and prioritize responsibilities.

- Detail-oriented with a commitment to accuracy and delivering high-quality results.

- Proficient in tools - Microsoft 365(Microsoft Outlook, Powerpoint, Excel, Word).

**Achievements**

- Recognized for outstanding performance in sourcing and placing high-quality candidates.

- Received appreciation for dedication and contributions to the academic department.