Archana singh

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OVERVIEW

* Responsible for full life cycle recruitment from sourcing, screening & selection to negotiation offers and close, ensuring and outstanding candidate experience.
* Conduct a thorough intake conversation with hiring manager detailing the position needs, scope and clarifying joint roles and expectations; act as Subject Matter Expert for managers throughout the recruitment process.
* Identify potential candidates utilising various recruiting tools including link din, Naukri, Monster, Internet database, Referrals, Networking event , Social Media .cold calling etc
* Maintaining accountability for the entire recruiting process by the client
* Develop and maintain the ETA relationship with business leaders and stakeholders, including hiring Manager and compensation.
* Provide quality market intelligence to business regarding the recruitment market and build a pipeline/database of future talent based on market research and industry knowledge; proactively seek out live market benchmark intelligence in relation to compensation.

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## PROFESSIONAL EXPERIENCES

|  |  |  |  |
| --- | --- | --- | --- |
| **Organizations** | **Curr / Last Designation** | **Categories Exposure** | **Period** |
| Amazon | Talent acquisition sr Executive | Stakeholder management for Pay dept and softline (including apparel, food, fragrance dept)) | 2022-2023 |
| Paypal | Sr Recruiter | Handline entry to mid-level of hiring | 2018-2021 |
| Magna Infotech | Sr Consultant | Sourcing and scheduling | 2014 - 2017 |

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## KEY RESPONSIBILITIES

* End to end recruiting actions to attract and hire talent in line with the growth head count.
* Sourcing candidates through various job sites portals (Naukri, Monster & linkdin), job posting, Mass Mailing, Employee Referrals, utilizing the potential of networking site,linkedin.com, as well as from internal database for the given requirements.
* Worked closely with Hiring Managers to prioritize hiring needs and build a seamless interview process and manage the selection process to ensure best candidate experience.
* Pre-screened resumes prior to sending to corporate hiring managers for consideration.
* Specialize in non-tech hiring of mid to senior level roles and offer negotiation.
* Partner with external sourcing agencies for ensuring continuous flow of resumes to ensure that  
  requisitions are closed within stipulated TAT and is cost efficient
* Handling end to end HR joining formalities from Post- selection till employee is on board
* Scheduling the interview.
* Collate and prepare Daily, weekly &Monthly report of complete interview process along with pipelines data, joiner’s data and submission data.

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ACADEMIC CREDENTIALS

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Institute** | **Board/University** | **Year** |
| PGDM | Acharya School of Management | Autonomous | 2013 |
| BBA | Ranchi Women’s College | Ranchi University | 2011 |
| Higher Secondary  (Science) | Bharat Mata School | C.B.S.E | 2008 |
| Secondary | Guru Gobind Singh Public School | C.B.S.E | 2006 |

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**PERSONAL INFORMATIONS**

**Date of Birth :** 28th Dec 1989

**Sex :** Female

**Status :** Married

**Nationality :** Indian

**Language Known :** English, Hindi

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