Career Objective:

To work in a challenging and competitive environment so as to get an opportunity to learn new skills for personal growth and contribute to the organizational objectives.

PROFESSIONAL EXPERIENCE

Net-connect Global -NCG

Designation:Talent Acquisition Consultant May 2022 – May 2023

Role and Responsibilities:

* **Liaising with internal departments to determine requirements needs.**
* **Determining selection criteria, hiring profiles, and job requirements for vacant positions.**
* **Sourcing potential candidates through online career portals likewise; Naukri, Monster, LinkedIN etc.**
* **Managing hiring processes technically through “Applicant Tracking Support” (ATS) such as CEIPAL.**
* **Pre-screening of Resume prior sending to Corporate Hiring Managers for consideration.**
* **Evaluating applicants and Screening Candidates Via Calls or Emails, as well as facilitating pre-interview assessments as per the job requirements.**
* **Compiling Interviews questions and conducting virtual Interviews with the shortlisted candidates.**
* **Preparing Hiring Forecasts part of the company’s Strategic planning.**
* **Documenting processes, maintaining good relationship with potential candidates and past applicants.**
* **Developing hiring strategies and procedures in line with industry trends, as well as keeping informed of advancements in the field.**

Arctern Consulting Pvt. Ltd. Jan 2020 – Apr 2020

Designation: HR Executive Roles and Responsibilities:

* **Taking care of complete joining and on boarding formalities.**
* **Handled day to day HR activities and coordination with external & internal departments.**
* **Joining formalities & exist formalities.**
* **Generating offer, Appointment, Conformation, Experience, Reliving letters and Full & full documents.**
* **Ensuring compliance training and mandatory modules are completed by employees within defined timelines.**
* **Successfully leading a team for conducting employee engagement activities such as corporate sports event, wellness session, festive celebrations, kid’s carnival, and talent shows.**
* **Taking care of the complete “Reward & Recognition” program.**

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Designation:Executive Staffing(IT/Non IT)

Artech Infosystem Pvt. Ltd. Apr 2019 – Dec 2019

Roles and Responsibilities:

* **Handling the end-to-end Technical/Non-Technical Recruitment.**
* **Having experience into Permanent & Contract Staffing.**
* **Analyzing the client requirement, understanding the job description properly.**
* **Interacting with the Team Lead/POC for better understanding of requirement.**
* **Sourcing the candidates from the job portals, mass mailing and references from relevant and quality candidates.**
* **Screening the candidates based upon the educational qualification, Technical skills, Communication skill and experience.**
* **Screening, Filtering & short Listing the resume according to client specification.**
* **Scheduling face-to-face and telephonic interviews for the shortlisted candidates and send interview call letter for the same.**
* **Follow up with the selected candidates till they complete all rounds of interview.**
* **Follow up with the selected candidates till they join the organization.**
* **Building good relations with the candidates and maintaining the database.**

E-team Info Services Pvt. Ltd. May 2018 – Apr 2019

Designation: Associate Technical Recruiter Roles and Responsibilities:

* **Handling End to End Recruitment Process.**
* **Briefly understanding the requirements received from clients.**
* **Expertise in the area of Recruiting, Sourcing, Screening, Reporting, Interviewing client handing, Salary Negotiation & Executive Hiring.**
* **Excellent Sourcing in IT Recruitment skills like Niche, Semi Niche and Generic Skills.**
* **Short-Listing resumes by evaluating the candidate’s communication skills, presentation and technical skills based on the client’s requirements.**
* **Cold calling the candidates and discuss about the job opportunities, location, clients & employment type with the candidates.**
* **Screening interviews like telephonic, Face to Face and walk-in interviews to the candidates after short listed.**
* **Negotiating & convicting candidates to accept the offer and make the join in short notice as soon**

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as possible.

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Certifications and Skills

* + **SAP Certified Application Associate – Human Capital Management with SAP ERP 6.07.**
  + **Working knowledge in MS Office (MS Word; MS Excel; MS PowerPoint) And Diploma in computer application (DCA)**

Education

2014 - MBA (HR & Finance) from Sherwood college of Management, Lucknow - Uttar Pradesh

2012 - BBA (HR & Finance) from Technical Educational & Research institute, Ghazipur - Uttar Pradesh 2009 - 12th ISC from ST. John’s School

2007 - 10th ICSE from ST. John’s School

Personal Details:

Father’s Name: Upendra Nath Singh Mother’s Name: Sita Singh

DOB: 17th April 1990

Languages Known: English, Hindi, Kannada &Telugu

Present Address: Industrial Area, Noida Sector 62, Uttar Pradesh 201309

Permanent Address: Maa Asthbuji colony Badi Bagh Lanka, Ghazipur (U.P) Pin code- 233001 References can be made available on request.

I hereby declare that the above details are authentic and true to the best of my knowledge.

Madhu Singh