

**Payal Singh**

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| Skills   * IT Recruitment * Sourcing * Tech Recruitment * Resume Screening * Interviewing * Negotiation * Team Liaison * Talent Assessment * Web Based Sourcing * Phone Interview * LinkedIn Recruiter   Languages   * English   *(Full professional Proficiency)*   * Hindi   *(Native & Professional Proficiency)*  Qualification   * Master of Business Administration (HR) * Bachelor of Arts |  | **IT Recruiter and Consultant**  Qualified management graduate with career success of 11+ years predominantly in the IT recruitment & Counseling with many prestigious organizations. Expertise in End to End Recruitment: Sourcing, Screening, Short listing, scheduling interviews and follow up till joining. Experienced professional in administrative task: joining formalities, document verifications & salary negotiation. Proficient in sourcing Front-End, Back-End, .Net & Java Developer, Software Developer, Business Analyst, Public Key, Front End, Main Frame Developer and Automation domain profiles  **CORE FUNCTIONAL SKILLS**   * Focused and hardworking professional equipped with thorough knowledge and technical understanding coupled with an analytic bent of mind and confident to take challenging assignments. * Excellent Relationship Management skills, articulate, combine strong business acumen with the ability to conceive profitable and efficient solutions utilizing technology. * Well developed communication skills coupled with exceptional presentation skills with the ability to perform well. * Conceptually strong with an innovative and analytical approach to the work with an eye for detail. Enriched with the ability to learn new concepts & technology within a short span of time. * Thorough professional, with high caliber, work orientation and ability to handle multiple functions and activities in a high pressure environment due to inherent ability to identify and prioritize tasks at hand |



**PROFESSIONAL EXPERIENCE**

**From Oct’22 – Till date: Orcapod Consulting Services**

**IT Recruiter**

**Responsibility:**

* Serving as a IT Recruiter for a Sub-Service Line or a Practice. Conducting pre-qualifying phone screening on candidates and targeted warm calls to generate interest in opportunities. Make recommendations regarding next steps with each candidate
* Acting as the main recruiting contact for key client groups and internal and external candidates. Develop sound business relationships with clients to achieve stated goals
* Identify candidates through multiple sources including referrals, social networking sites (e.g. Naukri.com, LinkedIn)
* Develop and execute a sourcing strategy, pre-screen candidates and deliver pre-qualified diverse candidates for hiring manager’s evaluation
* Partner with hiring manager to identify role of interview team, assign competencies using both technical and behavioral interviewing models
* Grow existing network, foster new relationships and attend networking events to further identify talent

**From Oct’21 – Sept’22: Buzzworks Business services**

**IT Recruiter**

**Responsibility:**

* Responsible for coordinating interviews, hiring and partnering with key leaders to ensure quality candidates and maximum retention.
* Oversaw the pre-employment process by communicating to the new hires and hiring departments' pre-employment procedures (e.g. joining formalities and documentation Verification process and salary negotiation)
* Worked on C2H positions, Client based Position and Permanent position
* Managing daily meetings with clients and Understanding and fulfilling the client requirement and accordingly sourcing the profiles
* Successfully managed to source & place Front-End, Back-End, .Net & Java Developer, Software Developer, Business Analyst, Public Key, Front End, Main Frame Developer and Automation domain profiles

**From May’17 – Jul’21: Tata Institute of social sciences (TISS)**

**Assistant Manager cum Counselor**

**Responsibility:**

* Developed and implemented an all-encompassing educational and counseling plan with modern methods of teaching and mentoring
* Foster equal opportunity practices and encourage students’ association
* Conduct group or individual counseling sessions to assist students with problems or concerns
* Assess students’ attributes (KSAOs) and help them realize their strengths
* Evaluate the progress of students and reinforce the sense of accomplishment
* Cooperate with parents and teachers as well as other interested parties
* Complete assessments and tests, analyze results and provide feedback
* Study and update student records
* Prepare and present reviews on progress

**From Jul’14 –Apr’17: The Pioneer Coaching Centre**

**Senior Counselor**

**Responsibility:**

* Counselling of students for giving better solution about courses
* Interaction with the students and solving their problems related to course/institute
* Trained new Counsellors regarding banking & SSC courses
* Managing office maintenance and supervision
* Preparing day by day reports / MIS of branch
* Collecting queries of counsellors and provide best possible solution
* Preparing the monthly dashboard and reports for head office

**PRIOR EXPERIENCE**

**May’11 - Jun’14:Mahindra Educational Pvt. Ltd**

**Assistant Manager Counselor (Counseling / Branch Operations)**

**Responsibility:**

* Handling enquiries on daily basis & generating maximum number of admissions
* Maintaining administrative registers on daily basis
* Handling accounts/Petty Cash
* Coordinating with staff members
* Scheduling Batches
* Handling the Branch in absence of Branch Manager
* Interacting with the students and resolving their course / institute related issues /queries
* Assisting HR for completing joining formality of new Joiner & providing training
* Maintaining daily MIS
* Directly reporting to Regional/Area Manager as required
* Documentation/File Management

**Oct’08 - Mar’10: ICICI Bank**

**Customer Care Executive (Current Account)**

**Responsibility:**

* Coordinating between Banks & Account Holders
* Preparing & maintaining daily MIS report
* Handling and resolving customers queries
* Assisting new customers to fill the account opening form
* Resolving customers related issues on a daily basis

**PROFESSIONAL & ACADEMIC QUALIFICATION**

* **Master of Business Administration (HR)** from Sikkim Maniple University
* Certificate in **Computer Application** from Mind Home Click Career
* **Bachelor of Arts** from Delhi University, Delhi.
* **Higher Secondary (Commerce)** from Govt. Inter College Delhi
* **Senior Secondary** from Govt. Inter College, Delhi