# Prachi Singh

**Mobile: 7068984403**

**E Mail ID:** [**Prachisingh26395@gmail.com**](mailto:Prachisingh26395@gmail.com)

**Objective:**

Looking forward to associating myself with an organization to learn, grow with my abilities & responsibility to extent for the benefit of the organization & gain good work experience.

# Professional synopsis:

* Having **4.3yrs+** of total extensive experience of handling numerous IT Technical/Non- technical/BFSI profiles.
* Responsible for the Full End to End Recruitment (E2E) process (Bagging requirements, sourcing, screening, submitting resumes, interview process, selection, follow up, and maintaining relationship with clients, candidates, and vendors, managing database)
* Industry mapping, Head hunting, Team mapping.
* Understand screening demands and skills within area of responsibility.
* Experience in Job portals like Naukri, LinkedIn, Shine, Monster Google Search, and other social media portals.
* Great understanding of sourcing techniques like Boolean, And Normal keyword, and other job portals.
* Account Management/ Data Management / Bulk hiring / Mass hiring.

|  |  |  |
| --- | --- | --- |
| **ÖRGANIZATION** | **DESIGNATION** | **DURARION** |
| Tanisha Systems put ltd | Technical Recruiter | Oct 2021 to till Date |
| Reliance India Pvt Ltd | Recruiter | Dec 2020 to September 2021 |
| Career hut India Pvt Ltd | Recruiter | June 2019 to Dec 2020 |

# Professional Experience

**Organization : Tanisha Systems.inc**

**Duration : 1 Oct 2021 to till date .**

**Role : Technical Recruiter**

**Key Skills: -**

* **End-to-end recruitment:** Sourcing, staffing, scoping and on boarding candidates.
* **Screening:** Shortlisting candidates sourced through portal (Naukri, Monster, LinkedIn) and validating them on their experience and interest on the role.
* **Lateral Hiring:** Identifying right candidates with required skill set and experience and making sure that it should match with the requirement as per the job description.
* **Staffing:** Preparing requisition gathering template and sending it to correspond sourcing lead to initiate the sourcing. Shortlisting the profiles sourced and sending them to the respective hiring managers.
* **Hiring inputs:** Meeting hiring managers to understand niche skills profiles.
* **HR Round:** Conducting HR round for the selected candidates and negotiating salaries on company standards.

Promptly informing the rejected candidates about the reason for the rejections.

* **Vendor Management:** Coordinated with various manpower consultants to procure resources for its operations across India, general screening of the candidate’s profile, shortlisted them for the interviews, worked on different portals.
* **Background verification:** Background verification was carried out of the employees as per the policies, education, experience.

**Organization: Reliance India Pvt Ltd**

**Designation : Recruiter**

[**Duration : December 2020 – Sep 2021**](https://www.linkedin.com/company/52717/)

* handling numerous IT Technical/Non- technical/non-IT profiles.
* Responsible for the Full End to End Recruitment (E2E) process (Bagging requirements, sourcing, screening, submitting resumes, interview process, selection, follow up, and maintaining relationship with clients, candidates, and vendors, managing database) Industry mapping, Head hunting, Team mapping. Understand screening demands and skills within area of responsibility. Experience in Job portals like Naukri, LinkedIn, Google, Shine, Monster, Internasal Search and other social media portals. •
* Great understanding of sourcing techniques like Boolean, keyword, and other job portals. Account Management/ Data Management / Bulk hiring / Mass hiring
* Managing the Team.
* IT & NON-IT Recruiter  Sourcing /Headhunting /Screening  Interview Coordinator  Salary Negotiations  Pipeline Management  Releasing Offers

# Organization: Career hut India Pvt Ltd

**Designation :**  [**Recruiter**](https://www.linkedin.com/company/52717/)

[**Duration : June**](https://www.linkedin.com/company/52717/) **2019 to December 2020**

**Non-IT & IT Recruiter / Talent Acquisition**

Dynamic, result-focused full life cycle recruiting professionals with commitment to client service and creative recruitment. Locating, identifying, and closing top candidate talent, with a special emphasis on hard-to-fill positions. Build and maintain candidate relationships to ensure a consistent talent pipeline. Proven ability to self-manage multiple positions by sourcing, screening, qualifying, coordinating interviews, negotiating, and closing candidates.

# Job Responsibilities

# Experience with full cycle recruiting to Execute effective sourcing, screening and interviewing techniques and followed up with candidates till the joining.

# Coordinate with teams of 4 recruiter to forecast department goals and hiring needs.

# Organizing and coordinating the interviews, providing feedback to the candidates.

# Uploading candidates to client’s portal and generating IDs.

# Taking requirement from the Client, Explaining JD to Team, Sharing resumes to clients. for

# (MR, Sales Officer, ASM, BFSI, IT, QA, Front End, Backend development) etc.

* Handling Client like – (Virtusa, NTT, Mphasis Gati KWE, ABD liquor, Aditya Birla, GSK, HWEL, Bisleri)

**ACADEMIC QUALIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree/ Certificate** | **Board/ University** | **Year of Passing** | **% of Marks/ CGPA** |
| PGDCA | **BTEUP** | 2018 | 82% |
| BA | **DDU University** | 2015 | 55 % |
| XII | **UP** | 2012 | 68 % |
| X | **UP** | 2010 | 68 % |

# Personal Profile

**Date of Birth** : 26th March 1995

**Marital Status :** Married

**Linguistic Proficiency:** English & Hindi

# Declaration

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

# Prachi Singh