Puja Singh

Contact: +918757924550

Email id: [pujatsingh94@gmail.com](mailto:pujatsingh94@gmail.com)

**Career Objective:**

Seeking a position to contribute my skills and abilities in Recruitment field and work hard for the organization to give effective services for improvisation in terms of growth of the organization & innovative and flexible.

**Professional Traits:**

* HR Professional with 3.5 Years of work experience in recruitment.
* Expertise in the areas of Staffing, Recruiting, Sourcing, Reporting, Interview scheduling, Client Handling, Executive Hiring, Team Management.
* Proficient in recruiting candidates from all levels Junior Level to Senior Level.
* Possess excellent communications and interpersonal skills.
* Hired for Skills like Infra (Niche and Super Niche)
* Experience on both permanent as well as contractual positions.

**Professional Experience:**

**E solution Pvt Limited** Aug 2021 – Till date

Designation: Talent Acquisition Executive

# Client : Lti,Tech Mahindra,wipro,kpmg,css corp etc

**Responsibilities:**

* End to end recruitment: Sourcing, Staffing, and onboarding candidates.
* Screening: short listing candidates sourced through portal (Naukri) and validating them on their experience and interest on the role.
* Job Postings, Mass Mailing (Naukri)
* Preparing and sending the offer letter to the selected resource.
* Conducting and Coordinating drives.
* Responsible for short-listing candidates as per requirement.
* Responsible for the full life cycle of recruitment

**Shobhraj Enterprise and banking solutions** Jan 2021 – July 2021

Designation: Hr Recruiter

# Responsibilities:

* End to end recruitment: Sourcing, Staffing, and on boarding candidates.
* Screening: short listing candidates sourced through portal (Naukri) and validating them on their experience and interest on the role.
* Different tool usage to capture the data.
* Candidate Engagement.
* Job Postings, Mass Mailing (Naukri)
* Preparing and sending the offer letter to the selected resource.
* Conducting and Coordinating drives.

**Jobsjabs.com Consultant** Sept 2019-Jan 2021

Designation: Hr Recruiter

* My role was to handle payroll of the employes
* Recruiting for both permanent and contractual position.
* Experience on IT as well as non IT positions.

**AcademicQualification:**

**Suresh Gyan Vihar University, Jaipur** 2022

MBA ( Human Resources Management)

**Sindhu Kanu University ,Dhumka, Jharkhand** 2017

B.A

**Sindhu Kanu University ,Dhumka, Jharkhand** 2013

Intermediate

**St. Mary High School** 2010

High School

| **PersonalDetails:** |
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| Name - Puja Singh  Father’s Name - Shashi Kumar Singh  Mobile Number - 8757924550  Nationality - INDIAN |
| **Strengths:**  Leadership skills.  Organized.  Flexible  Self-motivated and Hardworking. |

**Languages known**

* English
* Hindi

**Declaration:**

I hereby solemnly affirm that all the details provided above are true to the best of my knowledge.

Date: Puja Singh