

# Deepanjali Singh

HR Recruiter

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To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.



## Skills

- ◆ Full cycle recruiting
- ◆ Candidate pipeline management
- ◆ Candidate tracking
- ◆ Outbound calling
- ◆ Resume uploading
- ◆ Candidate and client relations
- ◆ Excel spreadsheets
- ◆ Communication
- ◆ Mass messaging
- ◆ Resume screening
- ◆ Google sheets



## Work History

- ◆ **Dec-2022 - HR Recruiter**  
**April 2023** *4Bell Technology , Ghaziabad*
  - Verified applicant references and employment details.
  - Operated and maintained applicant tracking and candidate management systems.
  - Collaborated with hiring managers to understand job requirements and expectations.
  - Coordinated schedules to arrange management interviews with applicants.
  - Emphasized job benefits and perks to applicants to improve organization's attractiveness.
  - Conducted phone interviews to assess applicants relevant knowledge, skills, experience and aptitudes.
  - Studied job descriptions and qualifications to determine applicant requirements.



## Education

- ◆ **Jul 2016 - Bachelor Of Education : Education**  
**Jun 2018** *IP University - Delhi*
- ◆ **Jul 2012 - Bachelor Of Arts: American And English Literature**  
**Jun 2015** *Delhi University - Delhi*



## Languages

- ◆ English
  - ◆◆◆◆◆◆◆◆
  - Bilingual or Proficient (C2)
- ◆ Hindi
  - ◆◆◆◆◆◆◆◆
  - Bilingual or Proficient (C2)