

Divyanshu Singhal

Gurgaon, Haryana

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- An Dynamic Hr professional with 5 Years of experience in Hr Operations and Recruitment.
- Good understanding in various parameters of operations and recruitments.
- Experience in handling bulk hiring, mega walk-in drives in PAN India.
- Excellent command over various keyword searches in oracle cloud (Applicant Tracking System) and Job boards (NAUKRI/MONSTER/TIMESJOBS).
- Working knowledge in application software like MICROSOFT OFFICE: Microsoft Word, MS Excel, notepad, Margin calculator, Skype, MS Outlook.
- Excellent Verbal and written communication skills.

Work Experience

Recruitment and Operations

Nagarro

September 2019 to Present

Job Responsibilities:

- End to End Internal Recruitment for varied skill profiles in Pan India.
- Manpower Planning & Resourcing
- Sourcing Profile From Job Portals (Naukri.com, Linkedin), References, headhunting, Job Posting, Mass Mailing & database.
- Act as single point of contact for designated candidates for all recruiting related questions and concerns
- Conduct and distribute reports on a regular basis and special reports on request identify issues and recommend actions
- Provide analytical and well documented reports to the rest of the team
- Coordinating with candidate for tests and interviews. Arranging interview & taking preliminary interview of the candidate.
- Record keeping and documentation.
- Working on hr databases, applicant tracking systems and Oracle HRMS.
- Coordination of interviews from entry level to senior level (junior associates to director level) in conducting psychometric tests like IQ, Coding and MCQ depending upon the technologies and level.
- Hands on experience in Applicant Tracking System, Wonderlic And Mettle softwares.
- Hands on Experience in reference check of employees with previous organization.
- Responsible for Internal Audits of Recruitment Team Reports and offered candidates.
- Maintaining & preparing various HR Reports & Dashboard on basis for tracking applicants and work flow process.
- Conducting new employee onboarding process, taking care of employee induction and other related activities and Joining formalities.
- Assist in development and implementation of human resource policies.
- Running error free HR report and other Mis every month.

- Worked as IT Recruiter with Pacific IT Consulting

IT Recruiter

Pacific IT Consulting

February 2019 to June 2019

Job Responsibilities:

- End to End Recruitment: Involved bagging requirements, sourcing, screening, formatting, submitting resumes, interview process, and selection, follow-up and closing positions etc for both internal and external hirings.
- Sourcing: Sourcing the right kind of profiles through job portals(Naukri/Monster India/Times Jobs), internal database & by referencing & headhunting as per job specifications given.
- Job Posting: Posting requirement on the job portals and social media networks as per the Clients requirement, sending bulk/mass mails through Portals, Head hunting to get relevant Profiles.
- Interviewing & Screening: Calling candidates, brief them about the requirement, company/client & taking preliminary telephonic interview with candidates for determining their suitability to match the requirement, understanding their competencies, interest towards the job, applicant's technical skills & making them understand their roles & responsibilities. And also Gathering information like candidate's Contact, Education and Experience present/ expected compensation, relocation issues, reason for change etc. Also explain about offer letter terms, benefits, interview process and how this job will be beneficial to the candidate on the short term/long term aspects.
- Processing for Interview: Uploading the profiles in client's website for short listing, duplication check, arranging and coordinating both Telephonic and In-person interviews for the short listed candidates.
- Co-ordination: Coordinating interviews for mega walk-in drives at client location in weekends.
- Joining formalities: Confirming date of joining & working on reducing notice period for external hirings.
- Onboarding: Ensuring smooth onboarding process, taking care of internal new employees induction and other related activities and issuance of offer letter, appointment letter and contracts.
- Documentation: Suggesting candidate of required documents, collecting and submitting required documents in time for verification check. Avoiding any bottle neck after joining in terms of documentation.
- Joining follow up: Continuously in touch with candidate till he/she joins and after the joining also.

- Worked as Recruiter with Elite Placement and Services

Recruiter

Elite Placement and Services

January 2018 to February 2019

Job Responsibilities:

- Day to Day Business/Delivery interaction.
- End to End Recruitment and Vendor Management.
- Gathering and Understanding the requirements from the Business Team.
- Actively involved in the Screening process, scheduling interview, and following up for feedback
- Uploading profiles on portal.
- Locating potential candidates through portal, internal database, referrals, networking, etc.
- Screening and revalidating the resume based on competency and skill

- Worked as Administrator with Uttaranchal Enterprises

Admin

Uttaranchal Enterprises
2013 to 2016

Job Responsibilities:

- Data Management
- Hiring Manpower
- Administration Work

Education

MBA in Dehradun

Dev Bhoomi Institute of Technology

B.COM

HNB Garhwal University

Skills / IT Skills

- Ms Excel` (3 years)
- Ms word (3 years)
- on boarding (Less than 1 year)
- Recruitment (2 years)
- Administration (3 years)