**RESUME**

***Divyanshu Singhal***

Mobile no : 9193104166

E-mail : divyanshusinghal5@gmail.com

Address : Sector 38, Gurgaon

Profile Summary

* 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***

* Working as HR Associate with Nagarro

**Company : Nagarro**

**Duration : September 2019 to June 2019**

**Role : Recruitment and Operations**

***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 Joinning 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

**Company : Pacific IT Consulting**

**Duration : Feb 2019 to June 2019**

**Role : IT Recruiter**

***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

**Company : Elite Placement and Services**

**Duration : Jan 2018 to Feb 2019**

**Role : Recruiter**

***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

**Company : Uttaranchal Enterprises**

**Duration : 2013 to 2016**

**Role : Admin**

***Job Responsibilities :***

* Data Management
* Hiring Manpower
* Administration Work

Education:

* Post Graduate Degree in MBA from Dev Bhoomi Institute of Technology, Dehradun.
* Graduate Degree in B.COM from HNB Garhwal University.
* Intermediate from CBSE.
* S.S.C. from CBSE.

**Personal Qualities:**

* Good leadership skill to set goal, empowerment and performance evaluation.
* Strong Problem solving skills to resolve issue quickly and fairly.
* Highly motivated and eager to learn new things.
* Strong motivational and leadership skills.
* Ability to produce best result in pressure situation.
* Excellent communication skills in written and verbal both.
* Ability to work as individual as well as in group.

PERSONAL DETAILS:

**Date of Birth :** 28 May, 1992  
**Address :** 143, c/o Vishnu Prasad, Near Gagan Photo Studio, Moh. Jharan,Peeth Bazar, Jwalapur Haridwar.

**DECLARATION:**

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

**DATE :**

**PLACE :**