**CURRICULUM VITAE**

**Karandeep Singh**

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**Career Objective:**

To be a part of the team,working towards the fulfillment and achievement of the organizational goals through the process of self learning and development.

**Current Work Experience:**

Working with Sequential Technology International, as TaIent Acquisition Executive, from 2019.

**Job Profile:**

* Plan and implement company [talent acquisition](https://www.talentlyft.com/en/resources/what-is-talent-acquisition) strategy
* Develop company’s policy for talent benchmarking, talent assessment and interviewing
* Conduct sourcing activities in order to fill open positions
* Perform analysis of organizational development and anticipate future employment needs
* Designing and managing  recruitment and selection processes (resume screening, screening calls, interviews etc.)
* Reviews employment applications and background check reports
* Serve as brand ambassador at various events, like career fairs or on-campus recruiting events
* Represent company internally and externally at events with a goal of networking and relationship building with potential candidate communities
* Counsel the candidate on corporate benefits, salary, and corporate environment
* Build long-term relationships with past and potential candidates
* Manage respective candidate pools to ensure qualified candidates remain engaged in current or future opportunities
* Administer and submit all hiring paperwork for new employees

**Last Work Experience:**

* Worked with FIS(Fidelity Information Systems), Gurugram, as Talent Acquisition Executive, from 2016 till 2019.

**Job Profile:**

* Handling recruitment process for IT/ ITES.
* Interacting with the hiring managers & delivery for the requirement understanding.
* Proficient in recruiting candidates from all levels Junior Level to Senior Level.
* Stake holder Handling, Salary Negotiation, Team Management, Employee referrals.
* Build and execute social media strategy through competitive research, platform determination, benchmarking, messaging and audience identification
* Generating and sharing daily content (original text, banners, video, etc.) that builds meaningful connections and encourages community members to take action
* Also, worked in Aaramshop Pvt. Ltd. (an affiliate of Hindustan Unilever Ltd.) as Asst. HR Executive, from 2012 to 2016.

Roles and Responsibilities

Work with the Talent Acquisition Partners and Direct Sourcing Consultants to provide support for recruitment.

Using the associated HR systems and processes to handle the co-ordination of documentation associated with hiring of candidates including creation and delivery of contracts.

Working with the management groups to set up interviews and any other activity regarding the recruitment process. Working directly with Talent Acquisition Partners to ensure a smooth transition from candidate to employee.Liaising with the New Hire Integration coordinator to ensure on-boarding of new hires is seamless.

**Professional Qualification:**

Post Graduate Diploma in Management (Full Time):

Batch: Batch: 2010 – 2012

Institute: Bhartiya Vidya Bhawan’s Institute of Management, New Delhi

Projects Undertaken:

Summer Internship (8 weeks):

• Company: Ahluwalia Contracts (INDIA) Limited

• Area: Okhla (Phase-III)

• Project : Working Capital Management

**Bottom of The Pyramid Project (BOPP) (2 WEEKS):**

• Organization: - GMR LTD.

• Area: -Mahipalpur

• Project: -BIPBOP (BUSINESS, INVESTMENT ANDPEOPLE AT THE BOTTOM OF THE PYRAMID)

The BIPBOP project along with the coordinated and dedicated endeavors and investment-oriented actions by GMR LTD.

Have supported young people in their training projects and helping them jumpstarting their entrepreneurial ventures.

**Academic Qualification:**

**Matriculation:**

**•** Central Board of Secondary Education, Delhi

• Passing Year: 2004

• Aggregate percentage:73.2%

**Senior Secondary(Commerce):**

**•** Central Board Of Secondary Education, Delhi

• Passing Year : 2006

• Aggregate percentage : 65%

**Bachelor in Business Administration:**

Guru Jambeshwar University, Hissar, (Haryana)

* Batch : 2006 – 2009
* Aggregate Percentage : 52%

**Strengths:**

* Aptitude to learn new things and positive attitude.
* To show optimum performance even under pressure and constraints.
* Team player and adjustable.

**Technical Skills:**

**Operating Systems:** Windows 10 and all allied platforms and related tools

**Extra Curricular Activities:**

* Passion for book reading
* Music
* Health and Well being

**Personal Details:**

Father’s Name: Mr. Devinder Singh

Nationality: Indian

Marital Status: Married

Date of Birth: 25.Aug.1988

**Declaration:**

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

**(KARANDEEP SINGH)**