**Nicy Singh**

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Laxmi Narayan Colony, Bella, Muzaffarpur, Bihar.

**Objectives**To be an astute learner and the best performer in your organization, so that I can shape my career in your esteemed organization by using my skills and other significant talents.

**Value Offered**

A developing technical professional with a decent academic record and zeal to learn new concepts. Possess a flexible & detail-oriented attitude.

**Professional Profile**

Human Resource Professional with a progressive 3+ years of experience in various domains of HR including Talent Acquisition, Human Resource Planning, Requirement gathering, joining formalities, Induction, Documentation, Back ground verification, Conducting the assessment test, Referral Management, vendor management, stake holder management, salary negotiation, promotion letters, Training, coaching, mentoring, counseling, grievance handling, Exit formalities. Enthusiastic achiever with a solid background. Well-rounded, multilingual, culturally aware professional with a unique ability to relate to diverse populations with various backgrounds. A passionate Social Networker and can speak English and Hindi.

**Core Competencies & Technical skills**

**HR Knowledge|Ongoing HR Learning| Communication Skills | Critical Thinking Skills** **| Ethical Approach to HR** **|Networker**

Talent Assessment Social Media recruitment specialist

Keen Attention to Detail Market Intelligence

The art of selling Sourcing

Marketing & Branding Resilience

Social Help Effective Negotiator

**Systems Utilization and Technical Skills:**

Knowledge of MS Excel, MS PowerPoint and MS Word, Outlook. Working knowledge of Naukri.com, Shine & Monster.com also Social Network like LinkedIn.

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| **Qualification** | **Institution** | **Board/ University** | **Year** | **Grade** |
| B-Tech – Biotechnology | Lovely Professional University, Jalandhar | Lovely Professional University | 2017 | Last Sem TGPA 8.47 |
| Higher Secondary- II | SRJ High School, Muzaffarpur | BSEB | 2013 | 81% |
| Secondary School | Education point, Muzaffarpur | CBSE | 2011 | 60% |

**Key Skills**

Highly Motivated & Focused, Task Planning & Management, Teamwork & Leadership, Effective Communicator, Presentation & Interpersonal skills.

* **Technical Skills**
* Molecular biology techniques- PCR, DNA isolation, gel electrophoresis, knowledge about
* finger printing, centrifuges, light microscope
* Cell culture, bacteria culture, media preparation, sample preparation, buffer preparation, basic laboratory calculations, maintaining the cell lines, leukocytes counts, staining, streaking, cell immobilization, ELISA, detecting blood cells.
* Analytical techniques- chromatography, Ion exchange chromatography, size exclusion chromatography, titration, calibrating general lab instruments.
* Other technical skills- Microsoft word, somewhat experience in excel, email writing, report
* Writing, inbound and outbound calls, good communication skills, outlook and surfing through various job portals.
* C Language and Oracle 8i DBMS.

***Professional Experience***

**Talent Acquisition Jan 2018-Present (Where IT recruitment experience is of 1.5 yrs.)**

***Equiturn Management Services (Staffing Company).***

Handled end to end Talent Acquisition activities from entry level to mid-level, from bulk hiring to niche hiring. Human resource planning formulated the recruitment strategies and implement in highly cost-effective manner. Closed all the positions with TAT. Conducted the technical assessment test and coordinated with operation managers for further rounds. Negotiated the salary and extend the offers. Handle background verification check. Taken care of Onboarding, Documentation, Joining formalities, Induction. Handled the Referral management. Actively worked on Social Media (LinkedIn) to promote the company and attracted the best talent. I am responsible for University Tie-up and placement coordinator management. I am also responsible for making various M.I.S. reports. I used to have weekly meeting with recruited employees to address their grievances and fix them on priority basis and get referrals from them on timely basis. I Searches for fresh and good talent from among the people. Reviews qualifications and the other qualities of the candidates applying for the jobs. Make sure that right person is recruited at right place. Communicating professionally with more than 50 candidates a day through calls or emails. Interact with clients stake holders to take their notes for the talent they are looking for.

Done both IT & Non-IT recruitment according to the client’s requirements.

**IT Clients: -**

***Milk Infotech***

***Diverse Infotech***

***Yugasa & Axelerant*.**

**Requirements Name & Tools required**

DG Specialist- (Oracles & CRM)

SAP FICO Consultant- (Legacy System Migration Workbench-LSMW & BAPIs -Business Application Programming Interface)

SAP ABAP Consultant- (Interactive Reporting, Dialog

Programming, BAPI, RFC, SAP Scripts, Smart forms, ALE/IDocs, Interface Programming)

Dot Net Developer- (Atlassian suite, Jira, Confluence, Bitbucket & Bamboo)

Full Stack Developer – (React.js, Webpack, Enzyme, Redux, and Flux)

***Project***

**Lovely Professional University, Jalandhar, Punjab Jan, 2017- May, 2017**

**Under Guidance of Er. Ajay Kumar**

* Project was the part of an Indo-Canadian project.
* Had done hydrothermal carbonization of biomass through acid treatment.
* Characterization of the end product through- FTIR, SEM analysis, XRD and the heavy metal ion

Adsorption test was conducted and analyzed by using ICP-OES.

* Monthly presentations and report writing.
* Reviewed many research papers.
* Interacted with professors and team members.
* Used pyrolyzer, muffle furnace, killen dryer, pH meter, weighing balance, fume hood,

buffer preparation and sample preparation.

**Training**

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| **Organization** | **Duration** | **Description** |
| VERKA , Doaba | 1st July 2016 to  28th July 2016 | Basic experimentation of processes and overview of production at quality assuarance |

**Conferences, Seminars & Workshops**

* Attended Bharti Vigyan Samelan at Lovely Professional University, Jalandhar,2013
* Attended a 2 day Seminar on applied sciences (EBAS) at Lovely Professional University, Jalandhar,2014
* Attended a business seminar Lovely Professional University, Jalandhar,2015
* Attended google start-up Fest at Lovely Professional University, Jalandhar,2015

**Co-Curricular Achievements**

* Quiz Competition at Lovely Professional University, Jalandhar,2015
* Represented Thailand in One World at Lovely Professional University, Jalandhar,2014
* Quiz Competition at Lovely Professional University, Jalandhar,2014
* Participated in LPU Roadies Quiz Competition at Lovely Professional University, Jalandhar,2014

**Leadership Roles**

* **Owner** of a **student venture** at **Lovely Professional University**, Jalandhar,2014-2017
* Co-Ordinator of Business Seminar Quiz Competition at Lovely Professional University, Jalandhar,2015
* Co-Ordinator of Google startup Fest at Quiz Competition at Lovely Professional University, Jalandhar,2015
* Co-Ordinator at vicetech startup seminar at Lovely Professional University, Jalandhar,2016

**Languages Known**

English, Hindi, and Nepali

**Hobbies**

Dancing, Cooking, Painting and Travelling

**Sports Interests**

* Carom
* Badminton
* Dancing
* Yoga

**Personal Details**

Mother’s Name: Mrs. Sunita Singh

Father’s Name: Mr. Dinesh Singh

Date of Birth: 23-11-1997

Gender: Female

**References**

References will be provided on request