**RESUME**

**Shipra Singh**

Bijwasan

New delhi 110061

Mob. No-:+91-8882340835

E mail:-shiprac09@gmail.com

# OBJECTIVES

Aspiring to be leading person in the field of marking in a position of Contribute & achieve organization goals by my inputs on the strengths of my Sound academic background and achievement, Aptitude abilities and ethics.

**Recruiting Tools**

• Naukri.com

• Indeed.com

• Monster India

• Shine.com

**Recruitment Skills**

* Talent Assessment
* Candidate Sourcing& Screening Advanced Searches
* Exempt and Non-Exempt Staffing
* Executive Recruiting
* High Volume Staffing
* Social Media

# WORK EXPERIENCE

# Dev Group of institutions November2020– Presently

# Job Role And Responsibility

* Managing end to end recruitment from entry level to leadership profile.
* Ensure job postings are done via Naukri portal, Linkdin and shine.com basis all the requirements received and post mass mailing through Naukri for the given open positions.
* Identifying and Scrutinizing the resumes to meet the client’s requirements and sourcing potentials candidates from various channels like naukri.com, Monster India. com shine.com and social media.
* Screening of the candidates for assessing their skills, education and relevant experience via taking telephonic and preliminary round of the interview and sharing job description with the candidates.
* Coordination with the candidates and HR Head to ensure an active interaction with candidates till the joining day and addressing queries of the new joiners.
* End to end follow ups with the candidates and maintain MIS.
* Taking internal References and foster a long-term relationship with the candidates.

EDUCATIONAL QUALIFICATIONS

10th Passed from C.B.S.E.

12th Passed from C.B.S.E.

B. com from IGNOU University.

M.com from IGNOU University.

# STRENGTH

Speed in decision —making.

Hardworking and flexible.

Willingness to learn

**Technical Skills**

Advance excel that includes (MS-Office, MS-Excel, PowerPoint, Pivot Table, data validation, V-lookup and H-lookup)

Tally ERP0.9

Professional use of What’s App

Google sheet

Internet

E-mail

**PERSONAL INFORMATION**

# Date of Birth : 27/03/1996

**Gender : Female**

**Father name : Chanderbhan  chauhan**

**Nationality : Indian**

**Marital Status : unmarried Languages Known : English, Hindi**

**DECLARATION**

I promise you, I'll prove myself beyond your expectations if, provided an opportunity Thanks you for your kind consideration.

**PLACE: Delhi**

**DATE:**