

# Mahima Singh

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## Career objective

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As an individual who is committed to continuous learning and development, I am eager to embark on a career in the corporate sector where I can leverage my skill set and make a positive impact in the organization. I am excited about the opportunities that lie ahead, and I look forward to contributing my talents and abilities to the success of the organization

## Experience

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### Blockgemini infotech Pvt Ltd | Uttar pradesh , Noida

#### Talent Acquisition Executive | 12/2022 - Present

- Handling recruitments on wide range of skill sets and the positions i.e., junior, middle, senior and Head levels (IT Recruitment).
- Use a variety of methods to identify and reach out to potential candidates, including job boards, social media, employee referrals.
- Responsible for Leadership hiring for end-to-end hiring, screening, scheduling, interviewing, negotiating, and follow through until the candidate joins.
- Developed and released job postings on platforms,such as social media and job boards.
- Evaluating the profiles on various parameters & Authenticating the candidates resume.
- Worked across various requirements like Full Stack Developer, React Native Developer, Frontend Developer ,Backend Developer, Business Analyst, Project Manager.
- Self-involvement in preliminary telephonic with candidates to ascertain their competencies, skills and aspirations (positions, salary, relocation aspects Etc.)

### Hiyamee Pvt Ltd | Uttar pradesh , Noida

#### IT Recruiter | 08/2021 - 12/2022

- Handled full life cycle of recruitment involved in Pre & Post recruitment activities for Engineering, IT recruitment.
- Sourcing, screening and shortlisting the candidates from database, referral, portals like Naukri, Linked In, Employee reference & Social Media.
- Maintaining proper tracker of candidates and developing daily reports for analysis of daily performance.
- Receiving and reviewing applications, managing interviews and short-listing candidates.
- Skilled in Screening profiles(Evaluating Communication and Technical Skills Rating) and taking initial rounds of interviews.
- Coordinate with Candidates & close follow up with them till they join in the company.
- Worked on multiple business demands like RPA(Robotics Process Automation) Developers,RPA ,Business Analyst, Dot Net ,MVC, Java developers, Full stack developer, Angular Developer, Data Engineer/ Celonis,Data Scientist ,Manual and automation Tester, selenium, cucumber.
- Non IT experience on profiles like Financial Analyst , US Taxation ,Quantitative Analyst.

## Client's

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Wipro, , ABB, Bajaj Finance, AU Bank, Smith & Nephew, Incedo

## Internship

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**Uttarakhand Jal Vidhyut Nigam Ltd. (Internship)**  
**Human Resources Intern**

□ Prepared and Presented a Summer Internship report of my specialization i.e. "Human Resource " on the topic "Work Life Balance". The format used for data collection was "questionnaire" which was answered by the existing employees and employer of the organization itself.

**Skills**

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Management, Microsoft Office, Technical Recruiting, IT Sourcing, Job description Creation

**Languages**

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English, Hindi

**Education**

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□ Omkarananda institute of management and technology | Rishikesh , Uttarakhand  
MBA | 03/2021

□ Omkarananda institute of management and technology | Rishikesh , Uttarakhand  
BBA | 03/2019

□ Mahatma Gandhi inter college | Firozabad , Uttar pradesh  
Senior Secondary Education | 05/2016

□ Hari Chand Gupta Inter College | Rishikesh , Uttarakhand  
Higher Secondary Education | 05/2014