Shiva Singh

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Professional Summary

Results-oriented MBA graduate in HR & Marketing from GLA University, adept in end-to-end recruitment, stakeholder management, and talent acquisition strategies. Expertise in technical and non-technical hiring. Proficient in utilizing various recruitment platforms and tools. Recognized for surpassing targets and exemplary client coordination. Certified in SAP HCM and Payroll. Seeking to leverage skills for organizational growth and continuous development.

Skills

	IT Recruitment		Non-IT Recruitment		Boolean Search		Recruitment Coordination		Full-Time Hiring	
	Contractual Hiring		Account Coordination		Client Handling/Vendor Management		Candidate Engagement	
	Recruitment Lifecycle (Sourcing, Screening, Interview Scheduling, Offer Negotiation, On Boarding)	
	Ms Excel and Data Analysing		Expertise in MS Tools	

Employment history

Executive - HR, ZISPL, Gurugram, (Remote)   **June 2024- Till Date**

- Engaged in **End-to-End Recruitment**, Job postings and stakeholder management.
- **Onboarding** & **Off-boarding**: Collected documents, created appointment Letter, NDAs, employee IDs, intro cards, relieving letters and handled BGV, reference checks, and F&F documentation.
- **Employee Engagement**: Conducted Fun Friday activities, created training and business-related PPTs, developed infographics, social media post, social media ads, employee recognition certificates, and work anniversary certificates. Managed Social media pages of organization.
- **Operations Support**: Drafted policies, managed Amazon accounts, coordinated laptop vendors, and maintained calendar blocks.
- **Payroll**: Oversaw ESI and employee insurance processes.
- **Database Management**: Updated trackers for birthdays and anniversaries.

Executive - Talent Acquisition, ZISPL, Gurugram, (Remote)   **January 2023- June 2024**

- Engaged in **End-to-End Recruitment**, from understanding requirements to candidate onboarding.
- Conducted Market research and intelligence to comprehend the talent pool.
- Utilized various job portals (Naukri, LinkedIn, Indeed, Hirist, Updazz, Monster, Shine, and ATS) for candidate sourcing.
- Excellent **stakeholder management** capabilities – sharing important and relevant information and data with the stakeholders.
- Excelled in multitasking and managing multiple job requisitions simultaneously.
- Created a robust candidate pipeline for all assigned roles.
- Collaborated with team members to formulate effective **recruitment strategies.**
- Work as a **Recruitment coordinator** between client and candidates.
- Excellency on **Keyword Search**, **Boolean Search** and **X Ray Search**.
- Worked with Various Products Based Clients.
- Proficient in **ATS** (ATS Mantra, Workday & Trakstar).
- Hands on ChatGPT to automate my work.

- Recognized as Top Performer of the quarter and praised by management for consistently exceeding targets.
- Conducted **Technical Hiring** for roles such as Java Developer, UI/UX Designer, BA-Duck Creek, Full-Stack Developer, Mendix Developer, Cloud Engineer, DevOps Engineer, Application Support, NodeJS Developer, Angular Developer, Archer Developer, ETL Developer, Data Engineer, Data Analyst, Power BI Developer and Data Scientists .
- Conducted **Non-Technical Hiring** for roles such as Actuarial Analyst, Visual Designer, Graphic Designer, and Instructional Designer.

Destar Executive/Talent Acquisition, Destar Inc, Agra , U.P   October2021-October2022

- Handle 360 Degree Recruitment.
- Develop a pipeline of talent for current role and future hiring needs.
- Source potential and passive candidates through direct channels, social media, internet sourcing, extensive name generation research and relationship building.
- **Recruitment Coordination**: Handle Account of Sony, **Information Security** Department, from gathering requirement, submitting profiles, Scheduling Interviews, to final Select/Offer release and being in touch throughout the whole recruitment cycle with client as well as candidates.
- Increase the number of Interviews from 30 to 70%, while handling the account closely.
- Closed Niche and aging Positions of Information Security, like AWS-IAM Analyst, Splunk Developer, Cloud Engineer, Senior Application Support Engineer, Linux Admin and Technical Lead-Vormetric.
- Maintaining the data base of all the candidates throughout the recruitment process in Excel for analysing CV Submissions to Interview Ratio and monthly Interviews to Final Select/Offer release Ratio.
- Engaged candidates through effective communication and coordination throughout the recruitment process.
- Understanding the client requirement and source and screen profiles from various sources like **Naukri, Monster, LinkedIn, Indeed** and Referrals.
- Work for various Product based clients like Sony, Xandr, AT&T, Mann Hummel, BFSI clients like Temenos, BNP Paribas, Morgan Stanley, Axe finance, Gallagher and Saxo and Service based client like Accenture, HCL. Closed high billing position of 27 LPA.
- Conducted **Bulk hiring** walk-in **drive** for clients.
- Provide Induction and training to new joiner.
- Technical Hiring: .NET developer, AEM Developer, Java Full stack developer, Java developer, DWH developer, Network Engineer, Palo Alto Security Engineer, Manual Testing, Automation Testing, Linux System Administrator, Python Developer, C#.NET developer, SDET, Java Automation Test Engineer, Information Security.
- Non-Technical Hiring: Team Lead Account Payable, Procurement Manager, Resource Manager, KYC Analyst, Trade Analyst, Product Manager, SAP Consultant, Office Assistant, HR Recruiter, Power BI Analyst.

Education

GLA University, Mathura, Uttar Pradesh   MBA, Human Resource and Marketing, 2021

Annamalai University, Agra, Uttar Pradesh   B.Sc in Hotel Management and Tourism, 2018

Certifications (☛Click here)

Fundamental of digital Marketing || SAP Human Capital Management || Payroll Accounting with Visually Effective Excel Dashboards Talent Management || HR as a Strategic Business Partner || Cybersecurity Foundation: GRC

Extra/Co-curricular Activities

- Founder of Saathi - the happiness club, GLA.
- President, Fine Art club, GLA.
- Coordinator of IBM-HR Club.
- Took part in various poetry and fine art events.
- Attended HR CONCLAVE 2019: Sustaining through Innovation.
- Coordinate in Agrata (Cultural Fest , GLA) as a member of decoration team.