

# Deepika Singh

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## Summary

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Talent Acquisition Specialist with 3+ years of experience handling in end-to-end recruitment cycle. Proven track record of increasing employee retention rates, reducing time-to-fill positions and improving candidate quality. Skilled in leveraging ATS systems, conducting background checks, and providing excellent customer service to ensure a positive candidate experience.

## Experience

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### Persistent Systems

March 2022 – Present

#### Talent Acquisition Specialist

- Extensive experience managing the full recruitment cycle, including sourcing, screening, scheduling interviews, onboarding, and completing post-joining formalities, with proficiency in Naukri.com, LinkedIn, and various ATS platforms.
- Collaborated with hiring managers to define job requirements and led all stages of the talent acquisition cycle, from developing sourcing strategies to creating job descriptions. Successfully identified, sourced, and hired candidates, filling both internal positions at Persistent Systems and external roles for clients like Amdocs, Optum, Google, Microsoft, Accenture, Commvault, and Wells Fargo. Recruited for diverse roles, including Cybersecurity, Azure DevOps, M365/O365, SAP, UI/UX, Java, Python, Cloud (AWS/Azure/GCP), React.js, AI/ML, Oracle DBA, and more.
- Proficient in pre-screening candidates for technical fit, coordinating interviews, negotiating offers, and supporting candidates throughout the hiring process.

### ASK Consulting

Nov 2021 – March 2022

#### US IT Recruiter

- Proficient in utilizing job boards like Monster, CB, and LinkedIn, with expertise in managing tax terms specifically for C2C and W2.
- Successfully filled permanent and contract positions for direct clients, including Equifax, Morgan Stanley, and Cox Automotive, while leading the full recruitment life cycle.
- Knowledgeable in various VISA terms and experienced in maintaining a consultant database for future placements.

## Education

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### Sagar Institute of Technology & Management

Jan 2020

MBA in Major-HR, Minor-Marketing (76.0%)

Lucknow, UP

### Shri PL Memorial PG College

Jan 2018

BBA (75.0 %)

Lucknow, UP

## Skills

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- End-to-end Recruitment
- Job Postings
- Diversity Hiring
- Onboarding
- Offboarding
- Vendor Management
- Strategic Planning
- Stakeholder Management
- Job Portals
- ATS Management
- Management
- Excellent Communication Skills
- Pipeline Maintenance
- Referral Program

## Certifications

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- Skill Nation : Advanced Excel

## Hobbies

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- Crafting
- Painting
- Cooking