

Riya
Delhi, India 110053
+91 7982473125 | Singhriya1602@gmail.com

Professional Summary:

- **Dynamic Recruitment Specialist** with extensive expertise in end-to-end recruitment processes, including sourcing, screening, and candidate engagement for various industries.
- Proficient in screening candidates using ATS like JobDiva and sourcing talent from platforms such as LinkedIn Recruiter, indeed, Monster, CareerBuilder and Dice.
- Proactively sourced high-caliber candidates through innovative methods, utilizing recruiting software such as Monster, Dice, and JobDiva, engaging with social media platforms like LinkedIn, conducting targeted cold calls, and leveraging employee referrals.
- Successfully recruited for positions across various domains, including Technology, Medical Device, Engineering, Pharmaceutical, Business Professionals, Production & Industrial, Light Industrial, Office Administrative, Customer Support, IT, Non-IT, and Research.
- Demonstrated strong knowledge of US time zones (EST, CST, MST, and PST), regional geography, tax terms, and visa authorizations.

Education:

- **Dr. Akhilesh Das Gupta Institute of Technology and Management** **Aug 2017 – Nov 2021**
B. Tech in Electronics and Communication (GPA: 7.3)

Skills:

- **Recruitment & Talent Sourcing:** End-to-End Recruitment, ATS (JobDiva, LinkedIn Recruiter), Job Portals (Naukri.com, Monster, Indeed, Dice)
- **Communication & HR:** Cold Calling, Negotiation, Employment Compliance, Email Merge, Employee Relations, Onboarding
- **Tools & Technology:** MS Office Suite (Word, Excel, PowerPoint), Employee Referral Programs, Social Media Recruiting
- **HR Functions:** Recruitment Planning, Compensation Analysis, Talent Management, Interview Coordination, Offer Negotiation
- **Knowledge Areas:** Employee Engagement, Learning & Development,

Professional Experience:

Mindlance Outsourcing Private Limited – Noida

May 2023 – Present

Recruitment Executive

- Developed and implemented talent acquisition strategies to attract a diverse pool of candidates.
- Conducted professional, technical, executive, and managerial recruitment based on client requirements.
- Managed all stages of the full-cycle recruitment process, including sourcing, screening, interview coordination, and offer negotiations.
- Successfully recruited for positions across various domains, including Technology, Medical Device, Engineering, Pharmaceutical, Business Professionals, Production & Industrial, Light Industrial, Office Administrative, Customer Support, IT, Non-IT, and Research.
- Proactively sourced high-caliber candidates through innovative methods, utilizing recruiting software such as Monster, Dice, and JobDiva, engaging with social media platforms like LinkedIn, conducting targeted cold calls, and leveraging employee referrals.

- Formatted candidate resumes using tools like MS Word and Notepad to align with client-specific formats.
- Demonstrated solid understanding of US time zones (EST, CST, MST, and PST) and regional geography.
- Comprehensive knowledge of visa regulations.
- Knowledge of W2, C2C, 1099 employment types.

Tech Mahindra Pvt. Ltd. Remote

Mar 2022 – Nov 2022

Process associate

- Handled inbound customer calls addressing inquiries related to orders, refunds, and account-related issues.
- Responded promptly to customer requests for information about products, services, and company policies.
- Actively listened to customers, efficiently resolved concerns, and escalated complex issues to the supervisor when necessary.
- Assisted customers with invoices, statements, and other routine inquiries, providing accurate and timely support.

Udhyansh – Remote

Sep 2022 – Nov 2022

NGO Volunteer

- Facilitated engaging and well-organized events by assisting with planning and coordination.
- Contributed to the execution of special events and programs.
- Collaborated with students via WhatsApp video calls to complete homework, identify skill gaps, and address areas of weakness.
- Maintained clear communication with parents and teachers to discuss student progress and areas needing improvement.
- Supported students with homework using program-provided curriculum and materials.
- Delivered targeted homework assistance using designated curriculum and resources.

Umeed – A drop of hope – Delhi

Apr 2019 – Jul 2019

NGO Volunteer/Intern

- An NGO based program to help children by providing education in slums.
- Communicated with parents and teachers regarding student progress and areas of concern.
- Assisted students with homework using curriculum and materials provided by program.

Certifications:

- **Verzeo Affiliated to Microsoft (3 months Internship)**
IOT & Robotics
- **Dream Uny Education Private Limited at ADGITM (Hours: 30)**
Internet of Things
- **Dream Uny Education Private Limited at ADGITM (Hours: 80)**
Big Data

Academic projects:

- Fingerprint Based Biometric Voting Machine | 08/2020, 12/2020 Done Using Software and Hardware
- OTP Based Wireless Smart Locking System | 01/2021, 04/2021, Done Using Software and Hardware
- Street Lighting System | 09/2020, Done Using Software

Activities:

- President of dance club in high school.
- Member of western group dance society in college.

- Member of Fest organizing society in college.
- I like cooking and dancing in my spare time.