



AMAN SINGH

Senior Human Resource Executive

About Me

Experienced and qualified HR executive with over 3 years of expertise in talent acquisition and headhunting. Proven track record of successfully identifying top-tier talent and fostering positive employer-employee relationships.

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📍 Delhi, India

Education

Guru Gobind Singh
Indraprastha University

Bachelor of Computer Application
2015 - 2018

Central Board of Secondary Education
Senior Secondary School
2014 - 2015

Skills

- Management Skills
- Manpower Planning
- Talent Acquisition
- Organisational Development
- Critical Thinking
- Leadership

Experience

Senior Human Resource Executive *April 2024 - Present*
VHR Solution Pvt Ltd.

- Lead Recruitment/Hiring as per the business requirement by analyzing market and Industry trend.
- Promote employer branding through employee referrals, Vendors Etc
- Collaborated with senior management for successful manpower planning, resourcing, deploying expansion, retention planning, and risk mitigation aligned with business plans

Human Resource Executive *April 2022 - Sep 2023*
RTS Manpower Solution

- Talent Management and Succession Planning/Key Talent Management
- Performance Management/Dealing with under performers/Dealing Difficult Conversations.
- Conducted interviews at various stages of the hiring process, including phone, first-round, and second-round interviews.
- Managed the onboarding process, ensuring a seamless transition for new hires and compliance with documentation requirements.
- Maintained accurate records and generated MIS reports to track recruitment metrics and inform decision-making.
- Organized off-campus recruitment drives to expand the talent pool and reach potential candidates outside traditional channels.
- Handled end to end Human Resource Management process

US And Canada IT Recruiter *Sep 2021 - March 2022*
Infinity a Stamford Technology Company

- Managed recruitment processes for candidates on various visa types (H-1B, L-1, TN, etc.), ensuring compliance with US and Canadian immigration laws and regulations.
- Collaborated with legal and compliance teams to navigate complex visa sponsorship, work permits, and tax implications for international candidates.
- Handled tax and payroll considerations for hires across different provinces in Canada and states in the US, ensuring smooth on boarding and compliance with local tax laws.
- Advised candidates and hiring managers on visa and work authorization requirements, facilitating a seamless hiring process for foreign national candidates.
- Ensured new hires were equipped with necessary resources and proficient in internal systems for optimal performance.
- Orchestrated new employee orientations to cultivate a positive team culture and facilitate seamless integration.