



# Parth Sinha

## Talent Acquisition Specialist

Human Resource Professional with 1.8 years of experience in the same domain. I am a critical thinker and able to give solutions that are not only scalable but also easy to implement. Creative individual with the ability to understand day-to-day issues faced by management and employees. Seeing to revolutionize the HR operations by implementing new processes and working outside the box.

### Professional Abilities

#### • EXPERTISE

- Time Management
- Communication
- Problem-Solving
- Creativity Leadership
- Communication
- Documentation
- Recruitment
- Onboarding
- TPM, KYZEN, FUGAI etc
- CTC Structuring
- I job onboarding formalities
- Talent Management & Employee Engagement
- Analytical Thinking and Application.
- Interpersonal Skill

## WORK EXPERIENCE

### COFORGE- Nov 2023-CURRENT

#### HR-Specialist- Greater Noida

I have been working with COFORGE from December 2023 till the present and am responsible for overall HR functions in the organization. For example- recruitment, Taking HR interviews, onboarding drafting offer letters etc,

#### Roles & Responsibilities

- Experience in Bulk hiring for IT, Electronics, and Manufacturing requirements.
- Job posting on various platforms like Indeed, Naukri, LinkedIn, etc as per the requirements. Headhunting and Cold callings to the desired candidates.
- Sourcing the candidates through job boards, social media, referrals, and other relevant channels. Screen and interview candidates to assess their qualifications and fit for the organization.
- Drafting offer letters, Appointment letters, Experience letters, etc
- Doing weekend drives and scheduling approx 30+ interviews (Tech & Final) rounds with the Panels on Microsoft Teams virtually.
- Take approvals from Top Management for final selections. Managing Master Tracker, Salary comparator sheet, etc.
- Releases offer before TAT time in coordination with OMT Department.
- Taking HR rounds & explaining CTC break up to the onboarding candidate.
- Making Salary slips.
- Responsible for coordination with OMT for the smooth onboarding of new joined in the company.
- Making panel incentive sheet after every weekend drive.
- Taking attendance of the whole team bifurcately remote and onsite.
- Making & Presenting weekly dashboards to the manager.
- Taking care of the master tracker
- Taking care of employee engagement activities in the company.
- Involves in the training of new skills to the employees.

### MINDLANCE- June 2022-Feb 2023


#### Talent Acquisition Specialist-Noida

I have worked as a highly motivated, versatile, and result-driven Talent Acquisition Specialist in Mindlance where I got exposure to work with Domestic as well as International requirements.

#### Roles & Responsibilities

- Requirement handling, understanding job description, skills required for an assigned position, and sourcing the right candidate with a great match.
- Screening the candidates through Naukri.com, LinkedIn, Indeed, Dice, Monster, etc as per the requirements. Do Headhunting and Cold callings.
- Coordinating with the candidates for interviews, and feedback & guiding and assisting them throughout the hiring process. Ensuring that the candidates should start for the desired role.
- Explaining the Job details to the candidates, negotiating the pay, and closing them for therequired position.
- Working for top Semiconductors clients also-Apple,Qualcomm, AMD, Facebook, etc Skilled in Handling High-end positions. |
- Hiring For USA, Canada ex-Verification | DFT | Physical Design | Test Technician | Process Technician | Hardware Engineer | Test Engineer | Silicon DV | Validation Engineer | Regression Engineer | Lab Technician Creating a Pipeline of potential candidates for Various requirements in case a candidate is not available for the required role.

## PERSONAL DETAILS

 8368982767

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 14th Avenue Gaur City 2-Greater Noida

## HOBIES

- Playing Football
- Playing Chess
- Signing
- Exploring Poetry

## ALP OVERSEAS-July 2021-April 2022 Graduate Engineer Trainee-GUGALKOTA Neemrana

I have worked with ALP Overseas as an enthusiastic Junior Engineer in Electrical Maintenance department.

### Roles & Responsibilities

- involvement in preventive maintenance planning. Schedule regular maintenance of all electrical equipment and machines.
- Schedule regular maintenance of all electrical equipment and machines.
- Inventory Management
- Manage whole plant fire safety inspection measures. Ordered supplies on a needed basis and recorded them in an inventory as well
- Conduct TPM, KAIZEN & FUGAI in Plant for smooth functioning .

### Education

#### AMITY UNIVERSITY-NOIDA

Master of Business Administration(80%)  
Operation Management(2020-2022)

#### SKYLINE INS. OF ENGINEERING-GREATER

#### NOIDA

Bachelor Of Technology(60%)  
Electronics & Communications

#### DAYAWATI MODI ACADEMY -RAMPUR

#### CBSE BOARD

Intermediate (72%)

#### DAYAWATI MODI ACADEMY -RAMPUR

#### CBSE BOARD

High School(80%)

### TRAINING & CERTIFICATION

- Two Months Internship in Hewlett Packard Pvt.Ltd(Rudrapur)
- Three Months of Training in SAP/ERP-Production Planning(DUCAT)
- Three Days of Training In Improvement & PC Testing from Sofcon India Pvt. Ltd. (Delhi).
- Certified in Advance Excel

### EXTRA-CURRICULAR ACTIVITIES

- Shouldering the responsibility as a Council Member for the session 2011-2012.
- 12th Rank Holder at National Level in Saviors 7th Environment Competition held in 2011.
- Securing the First position in Inter-Class Hindi Debate Competition 2011.
- Worked Nationwide for the Cause & Care of the elderly in Help Age India.
- Acquired first position in Mahatma Gandhi Akhil Bhartiya Rashtriya Bhasha Hindi Pratiyogita 2010

■ **Declaration:-I hereby say that all the information provided here is true and best of my knowledge (Parth Sinha)**