Gagandeep Singh

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Profile Summary

Self-motivated Hr Executive possessing 2.11 years of experience in human resources field and knowledge of organizational processes, posting job vacancies and Successfully partnered with other departments to achieve objectives.

Skills

- Talent Acquisition
- IT Staffing
- End To End Recruitment
- IT Recruitment
- Training
- Performance Appraisal
- Induction Program
- Offer Generation
- Attendance Management
- Leave Administration
- Interview Coordination
- Hr
- Human Resource Management
- Interpersonal Skills
- Non IT Recruitment
- Time Management
- Power Point Presentation
- Excel
- HRIS
- ATS
- Client management
- Background checks
- Pre-screening candidates
- Candidate interviews

Experience

05/2023 - Current
Associate Recruitment, **FCS Software Solutions Ltd.**, Noida

- Responsible for end-to-end recruitment, from sourcing candidates to final placement.
- Facilitate the onboarding process for new employees, ensuring smooth integration.
- Manage contractors' joining, background verification, and invoice processing.
- Maintain strong client relationships, and manage staffing requirements.
- Coordinate with hiring managers to understand job requirements, and create job descriptions.
- Oversee employee attendance management for those working on client assignments.
- Handle the exit process for employees working on client positions.
- Advise hiring managers on best practices for candidate selection.
- Assisted in onboarding new hires by providing necessary orientation materials.
- Create and post job listings on job boards, social media, and the company website.
- Review and assess candidate applications, qualifications, and compensation needs.
- Collaborate with senior leadership to develop and implement recruitment strategies.
- Manage candidate activity within the Applicant Tracking System (ATS).
- Provide hiring status updates to HR and managers for tracking and decision-making.
- Coordinated with clients for interview scheduling and ensure a smooth process for candidates.

01/2022 - 04/2023
Human Resource Executive, **Speedum Technologies**

- tilize various online job portals to identify and attract potential candidates.
- Leverage employee referrals to source qualified candidates.
- Conduct interviews, and assess candidates for job roles.

- Coordinate with hiring managers for final selection and job offer process.
- Facilitate the onboarding process for new hires, including document collection, orientation, and initial training.
- Monitor employee attendance, and track leaves.
- Ensure adherence to company policies regarding time-off and attendance records.
- Organize and manage training programs for employee skill development.
- Support continuous learning and career growth initiatives within the organization.

07/2018 - 10/2018
Industrial Trainee, **ITC Grand Chola**

- Worked in Hotel ITC Grand Chola as an Industrial Trainee
- I worked in the core Departments of the hotel and understand how all the departments work

Education

01/2022
MBA/PGDM, HR/Industrial Relations
Chandigarh University

01/2020
B.Sc, Hospitality and Hotel Management
Institute Of Hotel Management, Gwalior
GPA: Pass

Languages

- English
- Hindi

Social Links

- https://www.linkedin.com/in/gagandeepsingh-96789b19a

Personal Information

- Date of Birth: 02/08/99
- Gender: Male
- Marital Status: Single / Unmarried

Coursescertifications

- Recruiting Hiring And Onboarding Employees
- Ultimate HR Generalist And Human Resource Management
- Human Resource Management
- Boolean Search For Recruitment & Sourcing (Human Resource)