

KATYAYNI SINGH

📞 9669398888 @ katyaynisingh728@gmail.com

PROFESSIONAL EXPERIENCE SUMMARY:

Experienced HR Executive with excellent organizational, communication, and spreadsheet preparation skills. Proven track record of providing excellent support in recruitment, payroll administration and HR projects. Total HR experience is 4 years 3 months.

WORK EXPERIENCE

Organization: Vasmi Farm Fresh Pvt. Ltd., Noida

Designation: Executive Human Resource

Duration: January 2024 – Till Now

Responsibilities

- Spearhead end-to-end recruitment efforts, identifying top talent and streamlining hiring processes resulting
- Provide administrative support to HR department by screening, testing and interviewing applicant.
- Maintained the integrity and confidentiality of HR files and records.
- Shortlisting the resume based on desired skills and experience.
- Conducting telephone and Personal interviews in coordinating with department heads.
- Coordinating with Technical panel and understanding their requirements, defining job positions.
- Resourcing, screening and short listing resumes through various job portals or else internal reference, head hunting.
- Track the daily attendance of the employees.
- Preparing employees performance report in dashboard.
- Managed on-boarding and off-boarding processes, ensuring a smooth transition for employees and maintaining a high retention rate.
- Proficiently crafted offer letters, job descriptions, and various policy documents, aligning them with company goals and industry standards.
- Prepare job description and post the vacancies on various job paid and unpaid portals like Naukri portal, LinkedIn, Indeed.
- Working to integrate the HRMS software in present company.

Organization: E- Solutions IT Services Pvt. Ltd., Noida

Designation: US IT Recruiter

Duration: November 2021 – November 2023

Responsibilities

- Sourcing profiles from various job portals.
- Screening the right candidate through phone calls.
- Maintaining the data base of eligibility candidates for future job positions.
- Scheduling candidate's rounds of Interviews by coordinating hiring manager and candidates.
- Following up with the short-listed candidates.
- Reviewing job description to understand the need of the company.
- Employment verification, salary negotiations and managing joining.
- Communicating the company information and benefits to the candidates.
- Understanding the client requirement and identifying skilled candidates through various requirement methods.

Organization: IBA Craft Pvt. Ltd., Noida

Designation: SEO Executive

Duration: February 2021 –June2021

Responsibilities

- Manage organization website and maintain it, keeping best practice in mind.
- Track the website traffic flow.
- Social Bookmarking of products in variant sites.
- Coeternal link building with relevant high-quality website.
- Keyword Analysis for the website.
- Maintaining meta keyword and meta description of each product In the website.
- Work on SEO of the website

Organization: Carina Softlabs Inc., Indore

Designation: Junior SEO Executive

Duration: September2019–January 2021

Responsibilities:

- Getting client sites higher on the search engine result
- Actively researching testing and proposing new approaches to improve search engine ranking
- External link building relevant high-quality third-party website and directories
- Implementing online search strategies.
- Optimizing website and landing pages.
- Internal link building with sites.
- Constant evaluation of keywords
- On page and off page Optimization
- Carrying out competitor research
- Mentoring junior staff

Trainings &Project Undertaken

Summer Internship Project:

Organization: Delhi Metro Railway Company Ltd.(DMRC),Delhi

Duration: May 2018-May2018

Project Title: AFC Machine and BMS, TVS and SCADA system overview

Description: Visited various AFC operation site and understood the functioning of AFC. Learned about the Building Management System (88IS) at Pietro Bhawan including Helvar Lighting Management System (HL8IS) and Chiller Management listen.

Winter Internship Project:

Organization: Bharat Heavy Electrical Ltd.(BHEL),Bhopal

Duration: December 2017-December2017

Project Title: Locomotive and transformer overview

Description: Gained complete overview of the BHEL 9 Block Including locomotive structures, functions and description of on shore facilities. Learned about transformers different structures and functions.

EDUCATION

📅 2015-2019

Dehradun Institute of Technology, Dehradun (DIT University)

SKILLS

Recruitment and Talent Acquisition
Screening and Sourcing
Communication and Interpersonal Skills
Human Resource Management System
Adaptability and Problem-Solving
Organizational Skills
End to End Recruitment

PERSONAL DETAILS:

Date of Birth: 5th June, 1997

Languages: English, Hind

Marital Status: Unmarried

Passport No: T5822752

Address: Bharhut Nagar, Satna, Madhya Pradesh, 485001
