Bhupender Singh

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Objective

To leverage my expertise in end-to-end recruitment and talent acquisition to contribute to organizational growth by identifying and onboarding top talent. With a proven track record of hiring across various levels, I aim to enhance workforce quality and build strong, dynamic teams aligned with business objectives. My goal is to continuously improve recruitment processes and deliver exceptional results in fast-paced environments.

Experience

- **Howdy Hilands**   15-08-2019 - 13-04-2020
  HR EXECUTIVE (INTERN)
  .Assisted in the recruitment process by screening resumes, coordinating interviews, and conducting initial candidate assessments.

  .Supported onboarding activities, including preparing new hire documentation, facilitating orientation sessions, and introducing company policies.

  Supported the HR manager in preparing reports and analyzing data related to employee performance, turnover, and other HR metrics.

  Monitored project progress and provided weekly updates to senior management.

- **Ridingsolo**   18-06-2020 - 12-08-2021
  HR RECRUITER
  Key Responsibilities and Achievements:

  Travel Sales Recruitment: Specialized in hiring candidates for travel sales positions, sourcing talent from various job portals and professional networks.
  Interview Management: Scheduled and conducted interviews, both online and offline, ensuring a seamless recruitment process for candidates and hiring managers.
  Salary Negotiation: Effectively managed salary discussions to balance candidate expectations with organizational budgets.
  Target Achievement: Consistently met recruitment targets by fulfilling hiring requirements within deadlines.
  Stakeholder Collaboration: Coordinated with team leaders and management to understand role-specific needs and deliver quality hires.
  Candidate Engagement: Maintained a positive candidate experience throughout the hiring process to strengthen the employer brand.

- **Silaris information Private limited**   17-06-2024 - 26-11-2024
  HR EXECUTIVE
  Key Responsibilities and Achievements:

  End-to-End Recruitment: Managed the entire recruitment lifecycle for the insurance process, ensuring timely and efficient hiring.
  Roles Recruited: Successfully hired candidates across various levels, including:
  Insurance Advisors
  Team Leaders
  Quality Analysts

  Talent Sourcing: Utilized multiple sourcing channels such as job portals, social media, and employee referrals to attract suitable candidates.

  Screening & Assessment: Conducted initial screening, telephonic interviews, and in-depth assessments to shortlist the best-fit candidates.

  Stakeholder Management: Collaborated closely with hiring managers and department heads to understand job

requirements and align recruitment strategies with business needs.

Onboarding & Training: Supported the onboarding process, ensuring new hires were integrated seamlessly into the organization.

Process Improvement: Identified gaps in the recruitment process and implemented solutions to streamline operations, reducing time-to-hire.

Education

- **ARMY PUBLIC SCHOOL** 2013
  10
  5.6

- **D.A.V PUBLIC SCHOOL** 2015
  12
  5.2

- **M.D.U** 2021
  B.A
  56

- **Gurugram University** 2023
  M.A Political science
  56

Skills

- End-to-End Recruitment: Expertise in managing the full recruitment lifecycle, from sourcing to onboarding.
- Sourcing Strategies: Proficiency in using job portals, social media platforms (LinkedIn, Naukri, etc.), and employee referrals for talent acquisition.
- Candidate Screening: Strong skills in resume screening, conducting telephonic/virtual interviews, and assessing candidate fit.
- Interviewing Techniques: Experience conducting structured, behavioral, and competency-based interviews.
- Industry-Specific Hiring: Specialization in recruiting for roles in specific domains, e.g., insurance, Travel sales
- Negotiation & Offer Management: Skilled in salary negotiations and preparing competitive offer letters
- Data-Driven Recruitment: Ability to use recruitment metrics (time-to-hire, cost-per-hire) to improve hiring efficiency.