



VANSHIKA SINGH

PROFILE

An experienced and qualified HR Recruiter with a proven track record in sourcing and acquiring new talent. Skilled in interviewing, screening, and evaluating candidates. Proven ability to build and maintain relationships with potential candidates

WORK EXPERIENCE

Umaang Services PVT. LTD.

Hr Recruiter (Intern)

JUNE 2023 - MAY 24

- 1 Talent Acquisition:
Develop and Implement effective recruitment strategies to attract qualified candidates. Source candidates through various channels.
- 2 Candidate Screening:
Review resumes and applications to identify potential candidates. Conduct initial phone screenings to assess candidate qualifications and fit for the position.
- 3 Interviewing:
Conduct In-depth interviews with candidates to evaluate their skills, experience, and cultural fit. Use behavioral and situational interview techniques to assess candidate competencies.
- 4 Collaboration:
Work closely with hiring managers to understand job requirements and desired candidate profiles. Provide regular updates on the recruitment process and candidate status.
- 5 Candidate Experience:
Ensure a positive candidate experience throughout the recruitment process. Communicate effectively with candidates regarding interview status, feedback.
- 6 Offer Management:
Assist in the preparation and presentation of job offers to selected candidates. Negotiate employment terms and manage the offer acceptance process.
- 7 Employer Branding:
Promote the company's brand and values to attract top talent. Participate in career fairs, industry conferences, and other networking events.

CONTACT

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Faridabad (NHPC Chowk)

EDUCATION

2024 - 2027
IMT GHAZIABAD

- Post Graduation/ HR

2021 - 2024

DR. B.R. AMBEDKAR UNIVERSITY DELHI

- Grade - B

LBS PRIVATE SCHOOL

2020 High School

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- Nepali (beginner)

ACHIEVEMENTS

1 Make up Artist Certification from Lakme (Faridabad)

2 Member of Zeal Academy (fashion and Dance Society of college)