

Parul Singh

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 Noida

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Experienced HR professional with an extensive background in HR affairs, including experience in employee recruitment and retention, Orientation & onboarding, benefits and salary negotiation, HR records management, and HR policy development. Over 4 years of domain experience in Talent Acquisition/HR Recruitment in leading and implementing innovative recruitment strategies for niche, complex, hard-to-find technology skills to fill a variety of senior-level, managerial, US finance Payroll, and corporate roles.

EXPERIENCE

Triaa - HR Manager

October 2023 - Current | Remote

- - Manage the end-to-end recruitment process, from job posting to offer acceptance, ensuring a seamless and positive candidate experience.
- - Track and analyze recruitment metrics, including TAT, time to fill, source effectiveness, and candidate satisfaction, to identify areas for improvement and implement strategies to optimize the recruitment process.
- - Screen resumes, conduct initial phone screenings, interview, and coordinate interviews with hiring managers.
- - Strong understanding of recruitment best practices, including sourcing techniques, and candidate assessment methods
- - Managing a team of 6 people and also contributing as an individual contributor

Artech - Senior Talent Acquisition

June 2021 - April 2023 | Noida

- - Handled end-to-end recruitment management for Technical and Non-Technical Profiles
- - Collaborated with hiring managers to understand staffing needs and develop recruitment strategies
- - Assisting team with mass emailing and job posting on various Job Portals.
- - Track and analyze recruitment metrics, including TAT, time to fill, source effectiveness, and candidate satisfaction, to identify areas for improvement and implement strategies to optimize the recruitment process.

EDUCATION

BA

Awadh University

- Uttar Pradesh
- **June 2015 - June 2018**

Functional Skills

IT Recruitment

Product Hiring

Leadership Hiring

Campus Hiring

Mass Hiring

Market Research

Strategic Sourcing

Head Hunting

Employer Branding

Microsoft Excel

Stakeholder Management

Staff augmentation

Technical Skills

IT Recruitment

Stakeholder management

Mass Hiring

Venor Management

Head Hunting

Leadership Hiring

MS EXcel

Non It Recruitment

- - Met business requirements by hiring a Functional Head, Accounts Payable & Receivable, B2B Collection,
- - General Accounting, HRBP, International Sales, US Payroll, Time & Labor, and Technical profiles such as Networking Engineer, IT Infrastructure & LI Support, etc.

HMEL - Assistant Document Controller Aug 2019- Aug 2020 | Noida

- -Manage the entire onboarding process efficiently, including paperwork, orientation sessions, and training coordination.
- - Assisting them in filling up various forms related to joining formalities i.e., PF, ESIC, Confidentiality Form,
- Service Agreement (if applicable), etc.
- - Coordination with a respective project to ensure that resources and stakeholders/clients can interact smoothly.
- - Conduct pre-employment background checks and ensure compliance with company policies and legal requirements.
- - Serve as the primary point of contact for new hires, answering questions, addressing concerns, and providing guidance throughout the onboarding process.

Achievements

- Got Employee of the Quarter in 1st 6 months of Joining Arctech.
- Got awarded in Relationship Building with employee in Triaa