

Puja Singh

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OBJECTIVE:

To work with an organization where my skills are put to best use helping me to broaden my career horizons and contribute to the organization. I am Having 3Yrs of experience specifically in Sourcing, Recruitment, Staffing and Headhunting. Excellent organizational skills, highly efficient and methodical with a good eye for detail.

3 years of rich experience as HR Professional

Organization:	Jconnect Infotech	Hirex Apac Pvt Ltd	E-Solution Pvt Ltd
Designation:	Sr. HR Executive	HR Recruiter	HR Recruiter
Tenure:	Jan 24 – Till Date	Sep 23 – Dec 23	Aug 21 - Sep 23
Location:	Noida	Noida	Noida

Client Handled : LnT , Tech Mahindra, NEC, Css corp, IBM , Coforge etc.

Jconnect Infotech

Sr. HR Executive

Jan 24 - Till Date

- Handling recruitment cycle for the open positions. Good understanding of India's IT talent market/ talent availability.
- Coordinate with the hiring managers to understand the skill set required, create a job description, develop a recruitment plan and execute it.
- Screen the profiles of inbound candidates and search profiles through various job portals (Naukri), LinkedIn, and other channels to hunt for relevant candidates.
- Create a pipeline of active candidates qualified for further interview rounds for the open positions and construct of a strong network of passive candidates.
- Represent the company strongly to generate the interest of the candidates and provide them with complete and inspiring details of the position.
- Closure of offer by negotiating with the candidates on salaries. Discussing the Challenges with Hiring Manager to place the right candidate and building a pipeline of backup candidates to avoid last-minute dropouts.
- Understanding Job Requirements with both technical and non-technical aspects with the business or hiring managers to provide the best talent.

Hirex Apac Pvt Ltd

HR Recruiter

Sep 23 – Dec 23

- Analyzing and clarifying the job description from the Technical Manager.
- Sourcing the profiles through Job Portals, Employee Referral, networking.
- Shortlisting the candidate's profile for an interview on parameters like communication skills, soft skills, personality, and attitude for the assignments.
- Scheduling interview with the Technical/HR Manager.
- Co-ordinates with Technical/HR manager on the interview feedback of the candidates.
- Worked with various clients like Infosys, Bhavna corp, Merkle Sokrati, Power school, WNS, ICICI, Mobily Infotech, LNT, Sopra steria, Tavant Technology, Cignex etc.
- Updating candidates on the necessary documents required for joining formality/Background Verification.
- Proper follow-up with the candidates selected till the date of joining.
- Maintaining the personal tracker of all the candidates selected and joined the organization and providing the same to the Manager for the monthly review.
- Handled various Mega Drives independently.

Esolutions Pvt Ltd

Hr Recruiter

Aug 21 – Sep 23

- End to end recruitment: Sourcing, Staffing, and onboarding candidates.
- Screening: short listing candidates sourced through portal (Naukri) and validating them on their experience and interest on the role.
- Job Postings, Mass Mailing (Naukri)
- Preparing and sending the offer letter to the selected resource.
- Conducting and Coordinating drives.
- Responsible for short-listing candidates as per requirement.
- Responsible for the full life cycle of recruitment

Key Skills:

Talent Acquisition and Management
Sourcing, Onboarding and Orientation
Vendor Management
Team Management & Leadership
Training and Development

Employer Branding
End-to-end recruitment
Relationship Building
Employee Engagement
Screening Resume

EDUCATIONAL CREDENTIALS:

Suresh Gyan Vihar University: MBA (Human Resource Management)

2022

DECLARATION: I hereby declare that all the statements made above are correct to the best of my knowledge and belief.

(Puja Singh)