

Bhanu Singla

Rohini, Delhi

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Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Experience

- GoAhead Consultant** Feb 2022 - Present

Talent Acquisition – Sr. Executive
Responsibilities: -
Recruiting and hiring candidates in state and out-of-state for placements of IT/ Non-IT positions for Fresher to Senior level position. Determined the needs of the hiring managers. Used an internal database, Internet sites and referrals to source active and passive candidates. ATS

Job portals used: Naukri, Monster, LinkedIn, LinkedIn Recruit, References, Hirst, Internal Database
Proficiency in Google Drive, Docs, Sheets, Slides, and Calendar

Profiles Worked For: -
IT (Major)– Junior, Mid and Senior Level hiring- Backend Developers, Frontend Developers, Full stack Developers, Big Data, Data Engineer, DevOps, Unity Developer, IT Support, QA, UI/UX, AWS/ Cloud Engineer, etc.
Non- IT(Minor) – IT Recruiter, Non- IT Recruiter, HR Coordinator, Sales Manager, Sales Development Representative, Associate product Manager, Onboarding Specialist, Category Manager, Finance Manager, etc.
- Talentiser Ltd.** Nov 2021 - Feb 2022

Research Associate
Responsibilities: -
Sourcing profiles from LinkedIn as per the requirement of clients.
Sharing JD and getting details from the potential candidates. Sharing details of interested candidates with team Maintaining database for different positions.
- KCPN Consulting Pvt Ltd.** Aug 2014 - Apr 2017

Talent Acquisition Responsibilities:
Handled the team and managed client
Involved in End-to End IT Recruitment Life cycle, hire for Mid and Senior Level Positions.
Source and screen the right candidates as per the requirements/JD/requisitions shared

by the clients.

Proficient Experience on Sourcing profiles.

Speaking to the candidates & cold calling the candidates and discuss about the Job Opportunities pay rates, relocation and the skill-set match.

Creating and maintaining database of all the resumes received from external sources and to send appropriate feedback based on the requirement.

Keeping track of candidate for future references.

Maintaining reports with the vendors, interview panel and hiring managers. Preparing and maintaining requirement & submissions activity reports. Preparing MIS Reports/ Tracker on a daily basis.

Clients: - Telecom, IT Services, E- Commerce, etc.

Education

- **Bharati Vidyapeeth University** 2017-2019
M.B.A.
73 percent
- **Guru Gobind Singh Indraprastha University** 2010-2013
B.B.A.
70 percent

Skills

- Disciplined, dedicated and hard-working.
- Good team spirit and have good leadership skills.
- Ability to adapt to the changing environment.
- Problem Solving Attitude