Sakshi Singh

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Human Resource consultant with 3 years of experience in Vendor Management, Client handling, End to End IT Recruitment, Non-IT Recruitment, Bulk hiring, Talent Management, Interviewing, Mapping, Project Hiring, Shortlisting, Scheduling, Patching and Onboarding for all types of industries and domains. Efficiently worked for IT services and consulting, Manufacturing, Automobiles, Retail, FMCG, Healthcare and EMS industries.

Key Competencies :

IT Recruitment, Non-IT Recruitment, Mapping, Head Hunting, Interviewing, Walk in Drives, Report writing and presenting, Critical thinking, Excellent communication, Client handling, Proactive and self-motivated.

Clients Handled:

Bunge, Tata Elxsi, BDO, VetexOne, Motherson Technologies, TCS, Capgemini, Sleepwell, Tata Motors, Cummins, Apollo Tyres, Cummins, Jasmin Infotech, ABInBev, Hyundai Mobis, Cyient, Blue Star, Fab India, Phillips, Mahindra, Azentio, Synchrony, GlobalLogic, Azista, Medline, Lighthouse, Bunge, Dell, Phonepay, Capgemini.

Achievement: Star Performer of the quarter for achieving 300% targets for Manufacturing domain in Ad Astra Consultants.

Experience:

TIS Labs Pvt Ltd (Client: Dell Technologies)

IT Recruiter (May 2024-till date)

Noida, India

- Sourcing, Screening, Selecting and Scheduling candidates through various sourcing platforms as per the project requirement.
- Conducting thorough market analysis and executing candidate mapping.
- Managing candidate pools and executing End-to-End Recruitment processes for each project, ensuring comprehensive support aligned with organizational goals.
- Managing internal hiring processes and providing operational support, ensuring seamless integration of talent acquisition strategies with operational objectives.
- Efficiently managing nationwide talent acquisition for the organization, achieving an average of three successful closures per month across Pan-India locations.
- Documentation and Negotiation: Verifying candidates documents as per the demand and doing the follow up throughout his/her Onboarding process. Negotiation for the CTC break up and finalizing the last CTC.

Ad Astra Consultants

Recruitment Consultant (Aug 2023-May 2024)

Domain: Manufacturing and Automobile

- Candidate Sourcing: To guarantee a steady flow of possible applicants, actively seek out qualified individuals in accordance with project specifications from a variety of employment portals including Naukri, Shine, Monster, LinkedIn, and other social media networking sites.
- Shortlisting candidates and scheduling interviews: To guarantee a seamless interview process, effectively screen and shortlist candidates, set up interviews, and assist hiring managers and candidates in communicating with one other.
- End to End Recruitment: Oversee all phases of the recruitment cycle, from finding candidates to the onboarding process.
- Documentation and Negotiation: Verifying candidates documents as per the demand and doing the follow up throughout his/her Onboarding process. Negotiation for the CTC break up and finalizing the last CTC.
- Using Excel, Smartsheet and Application tracking systems (ATS) for data analysis

Gaur Infotech

Talent Acquisition Consultant (Dec 2021-July 2023)

- End to End IT Recruitment.

- Responsible for Validation & Submission of the profiles to the manager & maintaining personal tracker and team tracker
- Maintaining relationship with client understanding their requirement & closing it on given timeline.
- Excellent experience &exposure in IT recruitment activities, team management & client handling.
- Strong hands-on experience in Permanent, and Contract to Hire position Hiring.
- Expertise in entire Recruitment Life Cycle from Sourcing, Screening, Interviewing, Negotiation, Post Offer Follow Up.
- Independently handled multiple clients in terms of getting requirements, coordinating in scheduling interview, Feedback, selection, follow ups with candidates up to joining
- Sourcing CVs from various channels such as referencing, Headhunting & Job Portals i.e., Naukri, Shine and networking tool such as Linked-in and Employee Referrals
- Screening and short listing resumes as per requirements, checking attitude, communications, assessment of the candidate's technical ability, and willingness for a job change, negotiating salary with the candidates and coordinating for interviews, Preparing the trackers, and scheduling the candidates for the interviews.
- Once the candidate gets selected in the interview, follow up the Candidates until he/she joins in the organization.

Education:

Janki Devi Memorial College
 Bachelor of Arts - BA, History and Microeconomics · (July 2019 - July 2022)
 7.314 CGPA

St. Joseph's School, Bhagalpur
High School, Physics, Biology, Chemistry · (March 2017 - March 2019)
 81%

ST. Teresa's School, Bhagalpur
10th standard · (March 2016 - March 2017)
86%

Certifications:

- Udemy- Advance Excel
- Udemy-HR Management and Operation