



# REENA SINGH KUSHWAHA

RECRUITMENT CONSULTANT(HR)

## CONTACT

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## EDUCATION

2022- 77%  
FUTURE INSTITUTE OF  
MANAGEMENT AND  
TECHNOLOGY  
Master of Business  
Management(MBA)-HR & FINANCE

2020- 58%  
M.J.P.R.U. BAREILLY  
B.COM-COMMERCE

2017- 61%  
MADHAVRAO SCINDIA PUBLIC  
SCHOOL, BAREILLY(CBSE  
BOARD)- 12TH

2015- 82%  
MADHAVRAO SCINDIA PUBLIC  
SCHOOL, BAREILLY(CBSE  
BOARD)- 10TH

## SKILLS

- Sourcing/Headhunting
- Client Handling
- Teamwork
- Time Management
- Full-cycle Recruiting
- Effective Communication
- Reports and Dashboards

## PROFILE

Dedicated and results-oriented Recruitment consultant with 2.6+ years of hands-on experience in both IT and non-IT industries. Proven track record of successfully identifying, attracting, and acquiring top-tier talent to meet organizational needs. Seeking growth in HR/Recruitment/Operation, and contribute to organizational success

## WORK EXPERIENCE

### CIEL HR Services Ltd.

JULY 2023 - PRESENT

#### Recruitment Consultant

- Hands-on-experience in end-to-end talent / recruitment management process, client handling, team management, Salary Negotiation, account management, employee engagement & talent development.
- Sourcing/screening, short listing profiles, candidates tracking and follow up, processing CVs updating/maintaining internal database.
- Handle both IT & Non IT hiring and having direct interaction with clients.
- Sourcing candidates from Naukri, LinkedIn, Indeed, signal hire & X-ray search.
- Having good experience in advanced Excel, Google sheets, Microsoft Teams and ATS.
- Self-motivated, energetic, and highly ethical in all work-related assignments thus able to immediately contribute to corporate goals and objects.

**Clients:** EPC-Samsung Engineering, Jacobs, Technip Energies, Fluor Daniel, L & T(Hydrocarbon & Green energy), CINDA engineering, Plasser India, POGOSO, Inxite out, AMH, GVENTURE & Aditya Birla.

### SPECTRUM TALENT MANAGEMENT

APRIL 2022-JUNE 2023

#### HR CONSULTANT/RECRUITER

- Handling complete life cycle of recruitment process of IT and non-IT profiles (sourcing, screening, scheduling interviews, candidates tracking, and follow-up till joining).
- Understanding the company requirements and assisting in creating a recruitment plan.
- Work closely with hiring managers to develop position profile and to understand overall needs and requirements. Also, develop recruiting strategy around it. Regularly monitoring and growing Talent pipeline.
- Responsible for identifying the talent that meets the specific client's requirements.
- Sourcing candidates for Big4 firms by using various Job portals like Naukri, LinkedIn.

**Clients:** EY India, EY Global, KPMG India, Deloitte India, Tech Mahindra, WIPRO.

## COMPUTER SKILLS

- MS WORD
  - MS EXCEL
  - POWERPOINT
  - GOOGLE SHEETS & TEAMS
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## HOBBIES

- SKETCHING
  - LISTENING TO MUSIC
  - TRAVELING
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## INTERNSHIP

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Padmini VNA Mechatronics Pvt. Ltd

AUG 2021-OCT 2021

Padmini VNA is one of the market leaders in the innovation and manufacturing of cutting-edge emission reduction auto-components for the automobile industry. Since its inception, Padmini VNA has made significant contributions to the auto-components sector with its innovative products that are designed and engineered for efficiency and quality with an emphasis on contributing to a greener planet.

Responsibilities

- Grasped the knowledge around variety of HRD practices followed at Padmini VNA during the 3 months of internships in the beginning of my career.
- HRD practices included HR planning and recruitment, training and learning, reward and recognition, potential appraisal and promotion, performance appraisal and development, and career planning and development.
- Padmini VNA, I was majorly involved in understanding hiring processes, documentations, tools, techniques and strategies used at different hiring stages and support the hiring team as and when it is required.

## Certification(s)

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CCC certificate

10 JAN 2022

National Institute of Electronics & Information Technology

This course is designed to aim at imparting a basic level IT Literacy programme for the common man. This programme has essentially been conceived with an idea of giving an opportunity to the common man to attain computer literacy thereby contributing to increased and speedy PC penetration in different walks of life

Certificate of Achievement of Sep'24

CIEL HR Services

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