Renu singh

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Career Objective

Strategic **Corporate HR** professional with a proven track record in managing **end-to-end** HR functions. Experienced in leveraging **paid job boards, active/passive search techniques, and** **x-ray search strategies to identify top talent**. Proficient in crafting **compelling job postings** and adept at **recruiting, onboarding**, and **managing operations**. Skilled in **optimizing HR processes** for efficiency and productivity. Strong background in **content creation and social media utilization** for talent acquisition.

Summary

* Expert in targeted candidate searches using **Boolean, Naukri.com, x-ray search &LinkedIn Sourcing**.
* Screening resumes and pipelining candidates for evaluation & conducting **Hacker Rack assessments**.
* Headhunting ability to identify and attract passive candidates for specialized roles.
* Hands-on experience in direct outreach and engagement with potential candidates through paid job boards.
* Comprehensive understanding of seamless onboarding processes for new hires.
* Strong negotiation skills to secure top talent and favorable employment terms.
* Proficient in leveraging **LinkedIn Recruiter** to identify and connect with potential candidates.
* Utilize **social media platforms** effectively for employer branding and talent engagement.
* Experience in **evaluating and managing third-party vendors**, ensuring they align with the organization's standards and requirements.
* Using **Excel functions** and formulas for **data analysis, calculations**, and **modeling.**
* Creating and **maintaining databases**, ensuring **data integrity** and consistency.
* Generating reports and summaries based on analyzed data.
* Creating and **formatting** **professional documents**, including **reports, proposals**, and **manuals**.

Skills

* Talent Acquisition and Human Resource Management
* Job Posting Optimization (**indeed, glass door**)
* Paid Job Boards Utilization (**Indeed, Naukri, Monster**, etc.)
* **Active and (Passive** Candidate Sourcing Strategies – **LinkedIn/Twitter/AngelList/Facebook**)
* Onboarding Processes Optimization
* HR Operations and Process Efficiency
* **Microsoft Outlook, Advance Excel, and Office Suite Proficiency & Marketing – Certified**

WORK EXPERIENCE

**CAPRI LOANS May 2024 – Present**

**HR Recruiter**

**Responsibilities:**

* Collaborate with hiring managers to understand **job requirements and refine descriptions**.
* Actively find candidates through **job boards, networks,** etc., and **review resumes fo**r suitability.
* Identify top candidates based on **screening criteria and further assessments**.
* Evaluate candidate skills, **experience, and fit through phone or in-person interviews**.
* Help finalize **compensation packages, draft offer letters, and facilitate on-boarding.**
* Organize **candidate information for tracking progress and future reference**.

 **TECH MAHINDRA LIMITED Jan 2024 – Apr 2024**

**HR INTERN**

**Responsibilities:**

* Managed end-to-end third-party hiring processes, from vendor selection to contract finalization, resulting in a 25% increase in project completion rates.
* Implemented a vendor performance evaluation system, enhancing the quality of service provided by external agencies and improving project outcomes**.**
* Performing **financial modeling**, **forecasting**, and **budgeting** using **Excel**.
* Analyzing **financial data** to support **decision-making** processes.
* Implementing **data validation** techniques to ensure **financial data accuracy**.

**NLB TECHNOLOGY SERVICES Jul 2022 – Dec 2023**

**CLIENT– TCS**

**TALENT ACQUISITION SPECIALIST**

**Responsibilities:**

* Spearheaded **end-to-end recruitment processes**, including sourcing, screening, interviewing, and placing IT professionals.
* Utilized paid job boards **(Naukri.com, Indeed, Monster)** these are also called as active search. While, passive search methods **(LinkedIn, Twitter, Facebook, Glassdoor)** and **x-ray searches** to identify and attract top talent.
* Collaborated with hiring managers to optimize the recruitment strategy and improve candidate quality.
* Facilitated **onboarding processes** and **negotiated salaries** with candidates and subcontracting companies.
* Worked on different Position **(IT & Non-IT)**: **Project Manager, Full Stack Engineer, Digital Marketing Consultant, Automation Engineer, BA, Network Data Engineer, Salesforce Developer/Admin, Java Developer, Quality Assurance, SAP Consultant, AEM Consultant, Dot Net Developer.**

EDUCATION

* Master of Business Administration:(Human Resource Management)

Manipal University Jaipur **Pursuing**

* Bachelor of Science (hons'): Biotechnology

Sharda University – Greater Noida **2020**

* Higher Secondary: science

GYAN VIGYAN ACADEMY – Dibrugarh **2017**

Physics, Chemistry, Biology