



Vradhi Singhal

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Objective

Talent Acquisition professional with strengths in onboarding, background verification, and ATS management, specializing in lateral hiring and data-driven recruitment processes. Skilled in client relationship management, company mapping, and using empathy and active listening to build strong, lasting connections with candidates and clients alike.

Experience

- NetAmbit** March 2024 - Present
Talent Acquisition Specialist
 - * Developed and executed recruitment strategies to attract top talent.
 - * Sourced candidates using job boards, social media, and ATS.
 - * Conducted screenings, interviews, and managed the hiring process.
 - * Coordinated onboarding and ensured a smooth candidate experience.
 - * Collaborated with hiring managers to understand staffing needs.
 - * Managed offer negotiations and ensured compliance with policies.
 - * Maintained recruitment data and generated reports to track metrics.
 - * Built and maintained strong client relationships to drive satisfaction and retention.
 - * Collaborated with cross-functional teams to ensure client needs were met.
 - * Researched and identified target companies based on industry, size, and location to align with business objectives.
 - * Identified and documented key contacts across departments (HR, IT, Operations) to support recruitment or sales efforts.
 - * Monitored market trends, competitive landscape, and industry shifts to position the approach effectively.
 - * Utilized mapping tools, and databases to gather, organize, and maintain up-to-date company information.
 - * Regularly updated company maps to reflect organizational changes such as leadership shifts or mergers.
 - * Collaborated with cross-functional teams (sales, HR, client success) to align mapping efforts with organizational objectives.
- Real Jobs Consulting Services** Feb 2023 - March 2024
Human Resource Recruiter
 - * Keep in close contact with both clients and candidates in order to provide relevant adequate and timely feedback to both sides.
 - * Screened, interviewed and negotiated offers with potential employees: able to source independently and find outstanding candidates for each open position.
 - * Manage the entire hiring process from initial phone to offer acceptance.
 - * Using multiple job portals to find good candidates.

- **Trident Valves Private Limited**

Human Resource Assistant

- * Handled incoming calls regarding job openings, as well as general inquiries.

- * Assisted with the resume review process and made calls to prospective candidates.

- * Worked closely with HR Assistant to establish and deliver to employee needs.

- * Maintained attendance and salary record of each employees.

Education

- **M.J.P.R University, Bareilly**

Bachelor's in Arts

2022

Certifications

- Human Resource Management from Udemy
- Ultimate guide to effective communication by Ankur Warikoo

Skills

- Onboarding
- Background Verification
- ATS Management
- Lateral Hiring
- Data Management
- Client Relationship Management
- Empathy & Active Listening
- Company Mapping

Languages

- English
- Hindi

Personal Details

- Date of Birth : 03/02/2000
- Marital Status : Single