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| Amar jyoti Singh |
| Email: amarjyotisingh95@gmail.com |
| Mobile: 7580806036 |

Summary:

I am result oriented Recruiting Professional. I have an experience of recruitment and selection.

My expertise spans sourcing best fit candidates to applicant closure, and I excel in parsing job description and asking questions to ensure what it is that hiring manager wants.

I have detail idea of business development as well as field recruitment.

Skills:

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| MS Outlook, MS Excel, MS Teams, Skype. |
| Proficient in sourcing candidates through different job portals like Naukri, LinkedIn and other social platforms. |

Professional Experience:

Sumeru Software Solutions Indore

September 2019- Till Date

Technical Recruiter

Developing and managing recruitment/research process for assigned projects and set expectations to client and internal team appropriately.

- Develop and update job descriptions and job specifications
- Utilizing creative sourcing techniques in order to target and cold call candidates.
- Studying job descriptions, pre-screening and interviewing potential candidates in order to qualify the best quality candidate to present to clients.
- Source and recruit candidates by using databases, social media etc.
- Screen candidates resumes and job applications
- Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule
- Assess applicants' relevant knowledge, skills, soft skills, experience and aptitudes
- Reports the progress on assigned job vacancies on the regular basis, communicates early warnings and provide the regular feedback about the performance of the recruitment process.
- Expertise in recruitment at all levels, head hunting, Mapping, Navigating job portals, human resource management .
- Coordinating with Clients, understanding their requisites and serving with quality.
- Maintaining database: Compiling the position status from various employees, maintaining database of candidates.

Internship:**June 2018- July 2018****Randstad India, Indore (M.P)****Recruiter**

Recruitment for Mahindra & Mahindra for their Automobile sector & Recruitment for JC Ventures Indore.

Business Development & Field Recruitment for Randstad India Ltd, Indore.

Completed 45 days Internship in HR from Randstad India Ltd, Indore on "Recruitment & Selection"

Role As a learner

Motion Magik Design Studio Pvt Ltd**Feb 2016 - Oct 2016****HR Admin**

Answering employee questions.

Recruiting through internal Sources.

Scheduling interviews and assisting in interview process.

Keeping candidate warm from submitting the candidate to candidate getting hired to avoid bad delivery.

Setting appointments and arranging meetings.

Major Project:**Title: Awareness and use of Paytm in India**

Paytm is a digital wallet used by most of the customers around. To check the awareness and use of Paytm this research report was initiated.

Team Size: 1 Members

Role: As an Analytical Research.

Minor Project:**Title: To study the Use and Awareness of Bitcoin in India**

To study the awareness and Use of Bitcoin in India by collecting data from various sources.

Team Size: 2 Members

Role: Collecting and analyzing data.

Education:

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| Completed M.B.A (HR and Marketing) from Shri Govindram Seksaria Institute of technology & Science, Indore. (2017-2019) |
| Passed BBA from Prestige Institute of Management and Research, Indore (2015) |
| Passed 12th from SICA School, Indore (2012) |
| Passed 10th from SICA School, Indore (2010) |

Personal Details:

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| Date of Birth: 12 th January 1995 |
| Gender: Male |
| Address: 173-174, Flat no 309 Nakoda Castle, Amitesh Nagar, Indore, Madhya Pradesh |
| Marital Status: Unmarried |
| Languages known: Hindi, English |
| Father's Name: Mr. Hriday Narayan Singh |

Declaration:

I hereby declare that the above-mentioned information is correct up to my knowledge and belief, and I bear full responsibility for any discrepancy found in them.