

**PRIYANKA SINGH**

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Contact No. - +919625662041

CAREER OBJECTIVE:

To work in a dynamic professional environment with a growing organization and utilize my experience, creativity and innovating thinking for benefit of the organization and myself.

WORK EXPERIENCE-**Persistent Systems Ltd**

Associate Executive- Talent Acquisition

Nov 2020 to Till Date

Roles & Responsibilities:

- Responsible for Sourcing, Short-listing quality profiles and coordinating with technical panel for evaluation.
- Gathering requirements according to the specifications mentioned by the hiring managers.
- Handling multiple recruitment events & special Drives.
- Advertise job openings on company's careers page, social media, job boards and internally
- Identifying the potential candidates through various sources like internal database, LinkedIn, job portals, Mass Mailing etc. to fill the vacancies and stimulating them to apply for the jobs.
- Conducting array of assessment tests for various positions & evaluating the tests & providing results to the Client
- Maintaining Good Pipeline for the open positions.
- Follow up with the candidates as well as on the feedback from the company side solving all the query between the candidate and the company hence attempt to meet the mutual satisfaction
- Following up with the candidates till he/she is on board
- Involving in Client interaction and getting more business to the Organization
- Maintain contact with the offered candidates till they join.
- Hands on Experience in HRMS applications
- Responsible for delivering Targets while managing performance attrition and any other HR related issues
- Weekly, Monthly MIS maintenance for Client requirements, submissions and placements.

Blitzjobs

HR Generalist

Sep 2020-Oct 2020

Roles & Responsibilities:

- Reviewing resumes and applications
- Conducting recruitment interviews and providing the necessary inputs during the hiring process
- Working with recruitment agencies to source for candidates for specific job positions
- Do job posting on our portals
- Working on client acquisition vertical
- Working on existing formalities

- Direct all training procedures for new employee
- Coordinate and direct work activities for managers and employees
- Recording, maintaining and monitoring attendance to ensure employee punctuality
- Engaging with employees on a regular basis to understand the motivation levels of people in the organization
- Maintaining HR records
- Training new or existing employees
- Coordinating with consultants and candidates for scheduling appointments with the management team for sourcing

Freelance Recruiter

HR Recruiter

March 2020 to Aug 2020

Roles & Responsibilities:

- Design and implement overall recruiting strategy
- Develop and update job descriptions and job specifications
- Perform job and task analysis to document job requirements and objectives
- Prepare recruitment materials and post jobs to appropriate job board/newspapers/colleges etc
- 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

ELIBOM Technologies Pvt Ltd

HR Generalist

June 2017- Dec 2019

Roles & Responsibilities:

- Providing administrative support to staff of the Human Resources department and effectively dealing with all the employee grievances by informing the management about all the employee needs
- Monitor employee progress and stay abreast on company climate and culture, ensuring it stays positive and productive
- Completing daily reports on employment activity.
- Keeping an Updated employee handbook with all the relevant details and information
- New Bank account opening, joining formalities, Data verification, and induction of employees.
- Coordinating and direct work activities for managers and employees.
- Coordinating activities between the company and outside parties.
- Direct all hiring and training procedures for new employees
- Administrative Maintenance, Handling queries & Meeting Arrangements.
- Sourcing candidates through various portals and conducting interviews.
- Collecting, sorting and distributing any incoming job applications
- Coordinating activities between the company and outside parties.
- Preparation of Petty Cash book on weekly basis and monthly expenses sheet.
- Responsible to ensure hiring and post hiring activities as per the HR Manual from sourcing to induction and finishing various joining formalities such as collecting documents, arranging to provide work place, issuing ID Cards, Visiting Cards, etc.

- Responding to letters, emails and general correspondence.

XIHL Technology Pvt Ltd

PMC Executive/Production supervisor

Aug 2016 -Apr 2017

Roles & Responsibilities:

- Manpower handling on assembly line and ensure maximum productivity
- Set daily/weekly/monthly target (objectives) and communicate them to operators
- Coordinate with equipment and process teams and ensure compliance to all protocols to maintain product quality
- Recognizing defects and error handling in assembly of chargers.
- To achieve daily production target by maintaining manpower and production efficiency

MCM Telecom Equipment Private Limited

Production Supervisor

June 2015-July-2016

Roles & Responsibilities:

- Recognizing defects and error handling in assembly of smartphones.
- Manpower Planning and optimum utilization of resources.
- To achieve daily production target by maintaining manpower and production efficiency
- Monitoring the operator and machine on productivity

RV Solutions Pvt. Ltd.

Testing Engineer

May 2014-May 2015

Roles & Responsibilities:

- Prescreening and testing of all NSN, Ericsson, TRX module, system module and power module based on its parameters and also ensure proper functioning.
- Setting up of test environments, designing test plans, developing test cases/ scenarios/usage cases, and executing these cases.
- Quality check of all components used in telecom units.
- Provide training to freshers on telecom products and equipments

A CADEMIC QUALIFICATION:

Bachelor of Technology in Electronics Engineering- June 2012

College- United College of Engineering and Management Grades-73.72 %

STRENGTHS:

- Leadership Quality
- Excellent team-building skills
- Good convincing and negotiation skills
- Attitude of learning and implementing new ideas
- Flexible & Versatile- Able to maintain a sense of humor under pressure

HOBBIES:

- Gymming
- Swimming

PERSONAL DETAILS:

Father's Name : Mr. Rana Pratap Singh
Date of Birth : July 10,1990
Sex : Female
Marital status : Single
Languages : Hindi, English
Nationality : Indian
Address : Gaur city -1,Sector-4, Greater Noida west- 201009