

**Aman Singh**  
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**8279354413**

## **CAREER OBJECTIVE**

Want to involve myself in a challenging environment offering scope for Growth & Development and an opportunity to apply my learning to effectively contribute towards the achievement of the organizational objective.

## **WORK EXPERIENCE ( Total 5.5 Years )**

**Infogain India**

**( April 2022 till Present )**

**Assistant Manager– Talent Acquisition Group**

### **Responsibilities :**

- Involved and managed of all the requisition generated by the client.
- End to End closure of the requirements generated by the Hiring managers and Stake holders.
- Doing weekly calls with the project managers to understand the requirements and their fulfillment plans.
- Handling a team of 5 members to collaborate and completing the requirements on time.
- Daily assessment of requisition generated by the client and assigning those requirements to the team and sharing the market mapping for those.
- Logical structuring and root cause analysis.
- Ability to manage multiple processes and workstreams
- Connecting with hiring managers to get the availability of the panels to start the interview process on time.
- Generating offers, doing negotiations, updating all the documents from the candidate and completing their BGV on time.
- Providing the Joining documents to the internal team for the joining of the candidates and completing all other process and assigning the candidate to the projects.
- Builds a quality relationship with the internal customers and external recruitment agencies.
- Uploading all the profiles on ATS to have a smooth further process till their joining.
- Following Up with every Candidate regarding the joining and other formalities.
- Coach and mentored team members.
- Involved in Management activities (Lead/participate in cross-functional teams in the development of sourcing strategies, including: internal assessments of company current and future needs.
- Managed and participated in Talent Acquisition/ Recruitment meetings

**Puresoftware Solutions**

**(October 2021 till March 2022)**

**Sr. Talent Acquisition Expert**

**Responsibilities :**

- Involved and managed of all recruitment activities including to include creation of position specifications, sourcing, evaluating, interviewing and selection/offer process for all positions.
- Screening and interviewing potential candidates and recommended to hiring managers.
- Involved in sourcing, recruiting and placing talent from a multi-source pipeline including internal candidates, Internet sourcing, networking, direct application, and cold calling methodologies.
- Involved in high volume reqs and prioritized them accordingly and coordinated with Recruiters and Sourcing partner's teams regarding open positions maintenance as needed. Responsible for developing and executing a candidate sourcing plans.
- Builds a quality relationship with the internal customers and external recruitment agencies.
- Hiring for different IT Requirements like Java developer, Quality Engineer, .NET Developer, Project Manager, SAP, Oracle DBA, Data Scientist, Big Data, ETL, Infrastructure, Administrator, Devops Engineer, IBM Cognos, Hadoop, Linux Admin, Business Analyst, VMware Admin, Sharepoint Developer, Salesforce Developer, Office 365 Admin, Angular, React js Developer, UI Developer, Android Developer, ios Developer , etc.

**Pacific IT Consulting Pvt. Ltd.**

**Sr. Consultant – Recruitment**

**( November 2020 till October 2021)**

**Responsibilities :**

- Involved in sourcing, recruiting and placing talent from a multi-source pipeline including internal candidates, Internet sourcing, networking, direct application, and cold calling methodologies.
- Builds a quality relationship with the internal customers and external recruitment agencies.
- Managed and participated in talent Acquisition/ Recruitment meetings
- Hiring for different IT Requirements like Java developer, Quality Engineer, .NET Developer, Project Manager, SAP, Oracle DBA, Data Scientist, Big Data, ETL, Infrastructure, Administrator, Devops Engineer, IBM Cognos, Hadoop, Linux Admin, Business Analyst, VMware Admin, Sharepoint Developer, Salesforce Developer, Office 365 Admin, Angular, React js Developer, UI Developer, Android Developer, ios Developer , etc.
- Involved in high volume reqs and prioritized them accordingly and coordinated with Recruiters and Sourcing partner's teams regarding open positions maintenance as needed. Responsible for developing and executing a candidate sourcing plans.
- Uploading the Profiles on Different Client's Portal.
- Following Up with every Candidate regarding the joining and other formalities.

**Altum Staffing and Marketing Solutions Pvt. Ltd.**  
**Sr. Technical Recruiter**

**(Nov'16 to Jan'20)**

**Responsibilities:**

- Developed recruiting plans for assigned requisitions based on technical and non-technical requirements and partnered with Hiring/business managers and generalists to drive recruiting strategies for open positions at all levels.
- Involved and managed of all recruitment activities including to include creation of position specifications, sourcing, evaluating, interviewing and selection/offer process for all positions.
- Screening and interviewing potential candidates and recommended to hiring managers.
- Involved in sourcing, recruiting and placing talent from a multi-source pipeline including internal candidates, Internet sourcing, networking, direct application, and cold calling methodologies.
- Involved in high volume reqs and prioritized them accordingly and coordinated with Recruiters and Sourcing partner's teams regarding open positions maintenance as needed. Responsible for developing and executing a candidate sourcing plans.
- Builds a quality relationship with the internal customers and external recruitment agencies.
- Ensured alignment of recruiting activities with business goals and objectives.
- Manage appropriate candidate tracking and reporting to ensure compliance.
- Coach and mentored team members.
- Involved in Management activities (Lead/participate in cross-functional teams in the development of sourcing strategies, including: internal assessments of company current and future needs.
- Managed and participated in talent Acquisition/ Recruitment meetings

**TECHNICAL SKILLS**

<b>Languages</b>	JAVA
<b>Web based Development</b>	Html
<b>Operating system</b>	Windows
<b>Tools</b>	MS Office (Word, PowerPoint, Excel etc.)

**PROFESSIONAL QUALIFICATION**

Completed **B.tech. (Mechanical Engineering)**, from **Raja Balwant Singh Engineering Technical Campus Agra** affiliated to **Uttar Pradesh Technical University, Lucknow** with year wise result as follow:

- B.tech. **4<sup>th</sup>** year with **73.68%** marks in 2016.
- B.tech. **3<sup>rd</sup>** year with **65.75%** marks in 2015.
- B.tech. **2<sup>nd</sup>** year with **63%** marks in 2014.
- B.tech. **1<sup>st</sup>** year with **62.75%** marks in 2013.

**ACADEMIC QUALIFICATION**

- **Intermediate** from **C.B.S.E Board** with **65.4%** marks in 2012.
- **High school** from **C.B.S.E Board** with **CGPA 7.2** marks in 2010.

## SUMMER TRAININGS

Organization: **Bharat Heavy Electronics Limited(BHEL), Rudrapur**

Description: TRAIN in the Manufacturing Department.

Duration: 15 June 2015 to 24 July 2015.

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## PROJECT UNDERTAKEN

- Design & fabrication of **Solar Refrigeration System.**

## COMPUTER SKILLS

- ❖ Operating System : Window-7, Windows-8, Windows-8.1, Windows 10.1
- ❖ Application Software : MS Office

## CERTIFICATION

- Certificate of TRAINING IN INTERNET.
- Excel with LinkedIn Recruiter Assessment

## INTEREST

- Listening songs
- Watching movies
- Playing sports
- Dancing
- Internet surfing
- Playing video games

## PERSONAL STRENGTH

- ✓ Adaptability to work in any circumstances.
- ✓ Sincerity & hardworking urge to learn with honesty.
- ✓ Effective Communication skill and leadership qualities.
- ✓ Highly motivated to work as a team.
- ✓ Hard worker and team facilitator.

## PERSONAL INFORMATION

**Name** : Aman Singh  
**Father's Name** : Late. Mr. Avinash Kumar Singh  
**Date of Birth** : 12/08/1995  
**Sex** : Male  
**Marital Status** : Single  
**Language** : Hindi, English  
**Nationality** : Indian  
**Permanent Address** : 22, Purushottam Nagar, Dayal Bagh, Agra, 282005. U.P

## DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**Date:** 15<sup>th</sup> Dec 2022

**Signature**

**Place:** Noida