

Anshu Singh

Human Resource Professional

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Dedicated Human Resource Professional and Talent Acquisition Specialist, successful at managing full recruitment life cycle. Develops and implements customized strategies to meet specific position requirements and source qualified candidates. Bringing 6 years of Experience providing guidance on human resources topics and challenges. Well-qualified and proven success in improving operations and solving problems. Highly proficient in building lasting relationships with key decision makers, customers and team members to further company goals. Ready to leverage training and Experience to take on new professional challenges. Experience of working on multiple business demands like JAVA, SFDC, Full Stack, Mainframe Developer, IOS/Android/ Mobile Application Hybris developers. In testing (QA) manual and automation, Selenium, Cucumber, .Net, PHP, Laravel. Experience of niche demands of devops, ODI and mobility architect. Worked on some latest skills like: RPA, Python, and Xamarin as well as data scientist.

Skills

Talent management
Team Building
Benefits and compensation
Recruitment
Organizational Development
Critical Thinking
Multitasking Abilities
Organization and Time Management

Work History

2021-08 -

Senior Talent Acquisition Specialist

Current

OutworX Solutions Private Ltd, Noida, India

- Created and drove talent acquisition and job placement strategies to attract diverse candidates.
- Handling team of 4 executives with excellent performance
- Pre and post interview activities which includes right from understanding the requirements, Sourcing, Screening, scheduling, interviewing, Selection, consulting, Negotiation, Post Offer & after joining Follow up and closing
- Providing necessary information about client and Explaining criticality of role to candidates before interview
- Interact with applicants and technical panel to schedule interviews
- Optimized sourcing networks and used proactive methods to source candidates Like internal database, Sourcing profiles from online portals like Naukri, Monster, LinkedIn, and Times Jobs to identify potential candidates
- Responsible for technical hiring across all levels including- Niche, Leadership, and Bulk hiring
- Experience of working with Clients Like - Reliance Jio, IBM, Accenture, etc.
- Analyzed recruiting metrics to share reports and recommendations with stakeholders.
- Optimized sourcing networks and used proactive methods to direct source candidates.
- Acted as brand ambassador to educate candidates on culture, career growth, benefits and advantages of working

for company.

- Negotiated contracts and managed budget for recruiting expenses.
- Evaluated resumes, interviewed and presented qualified candidates to hiring managers and solicited feedback to refine recruiting strategy.
- Sourced and screened candidates for IT and Tech roles and worked with hiring managers to coordinate interviews, offers and onboarding.
- Successfully Worked on profiles like: Salesforce /ReactJs / React Native /Java /.Net /Java full stack /Front end /Mainframe, -Network IT Security /Lead Oracle Apps DBA and Data Scientist / Big Data / ETL Support / Tibco Admin /ODI- Oracle Data Integrator / Incident manager / PMO / Content Writer /Application support / PL/SQL / Siebel.

2020-03 - 2021-06

Senior Human Resources Executive

EMXCEL Solution Pvt. Ltd, Bengaluru, India

- Interacting with Delivery head and Senior Managers in various accounts and gathering details on requirements raised from the Business
- Responsible for Niche, Super Niche and leadership hiring
- Responsible for managing the entire Recruitment cycle from Sourcing, screening, validating resume and eliminating the risk of hiring the wrong candidate, checking the communication skills of candidates, salary negotiations, finalization of candidates, follow up, coordination, etc.
- Induction training for the new joiners and making them aware of the recruitment process as well as the work culture in the organization
- **Tech Hiring done for** - Salesforce /ReactJs / React Native /Java /.Net /Java full stack /Front end r/Mainframe /Devops, Network IT Security /Lead Oracle Apps DBA and Data Scientist (ML/Machine Learning, deep learning, Natural language processing, image recognition) / Big Data, ETL.

2019-07 - 2020-02

Human Resources Executive

Kunj Services Pvt. Ltd, Ahmedabad, India

- Developed and executed HR policies and programs, workforce and job development, recruitment and hiring, compensation and benefits and employee and labor relations to build staff-focused human resources office culture.
- Maintained human resources regulatory compliance with local, state and federal laws.
- Used Internal HRMS and reporting dashboards to process employee payroll and benefits enrollment information.
- Coordinated and engaged with leadership in planning and organizing calendars, events and activities.
- Interviewed potential hires, negotiated salaries and benefits and performed reference checks.
- Directed hiring and onboarding programs for new employees.
- Educated employees on company policy and kept employee handbook current.
- Conducted company-wide town hall meetings to convey updates.
- Participated at strategic and operational level to develop and strengthen human resources services, relationships and mission.

2017-08 - 2019-06

Human Resources Specialist

Multicore Technologies, Ahmedabad, India

- Managed all kind of HR work and single POC in company. closely working with CEO and Top management.
- Contributed to annual performance appraisals by working with supervisors to achieve consistency and compliance with established procedures.
- Reviewed existing policies and procedures to make recommendations for enhancing work productivity, recruitment, hiring processes and talent management.

- Conducted workplace compliance training to reduce liability risks and operate effectively.
- Reviewed and screened applicant resumes to identify qualified candidates.
- Planned and managed recruitment activities for new hires using strategic personnel, staffing and position management practices.
- Liaised between management and employees to deliver conflict resolution, alleviate problems and interpret compensation and benefits policies.
- Launched company-wide HR strategies, practices and benefits and compensation policies to drive departmental and business objectives.
- Maintaining HR information like client requirements, short listed candidates, and interview scheduled, selected and rejected candidates and other feedbacks
- Joining, Exit Formalities and Conduct employee onboarding
- Preparation of offer letter, appointment letter and Confirmation letter
- Using HR Dashboard, IMS & HRM and preparation of experience letter, NDA, Full and final settlement of employees leaving
- Usage of Job portals and site for hiring like Naukri, LinkedIn, Indeed, Monster, Times jobs etc.

2016-07 - 2017-07

HR Recruiter

TOPS Technologies Pvt. Ltd, Ahmedabad, India

- Followed up with notable applicants sourced via industry-specific pipelines, events and job fairs.
- Leveraged social media platforms and online job boards to advertise open positions and engage with potential candidates.
- Evaluated strengths and weaknesses of candidates through effective screening processes.
- Coordinated schedules to arrange management interviews with applicants.
- Developed recruiting strategies to identify qualified candidates and build network.
- Tracked candidates and pushed for feedback on disqualifications, time-to-fill statistics and other variables.
- Emphasized job benefits and perks to applicants to improve organization's attractiveness.
- Verified applicant references and employment details.
- Studied job descriptions and qualifications to determine applicant requirements.
- Involved with all process of Recruitment Life Cycle with Sourcing, Screening, Shortlisting, Calling, Interview and Delivery
- Pre-screened resumes prior to sending to corporate hiring managers for consideration.
- Partnered with departmental managers to ascertain hiring needs and subsequently provide candidate recommendations.
- Well versed with -Naukri, LinkedIn, Monster etc. and Comfortable with new tools and reporting apps, MS Office etc.
- Part of "Drives Recruiters Team" (4 Recruiters Team)
- Successfully recruited IT professionals with emphasis on Diversified candidate skills like .Net, Java, PL/SQL, Quality Analyst, QA Tester, Project Managers and Architect positions

Education

2014-07 – 2016-06

PGDM: Human Resources Development

Unitedworld School of Business (AICTE) - Ahmedabad

- Member of College Event Committee
- Member of HR club

Accomplishments

- Industrial Visit and Project report on Amul, Ahmedabad
- Sumer Internship from Zydus Hospital & Health care Pvt Ltd., Ahmedabad
- Project Title: "On-boarding process of employees" 2015
- Project Detail: To understand the process of orientation program.

Certifications

Organization Development Interventions October 9, 2015

Change Management October 12, 2015

L & D for Transformation September 14, 2015

Discovering Entrepreneurship March 25, 2015

Becoming Leaders of Tomorrow November 11, 2014

INNER STRENGTHS

Goal Oriented

Dynamic & Hardworking

Good in Inter personal relationship & Communication

Travelling and Inspiring People

Languages

English, Hindi

Software

Microsoft Office, ATS, Keka, VC Apps - Zoom, Meet, Cisco, Teams

Interests

Cooking

Listening Music

Travelling/ Driving

Home Décor

Handicraft