

**Mahavir Raj Singh**  
Email: [raj.rajveer61@gmail.com](mailto:raj.rajveer61@gmail.com)  
Phone: +91 790 347 6567

LinkedIn: <https://www.linkedin.com/in/mahavir-raj-singh-7521b4191/>

**Summary:**

- Dynamic and results-oriented HR Corporate IT Technical Recruiter with experience in HR domain specifically Recruitment, Strategic Planning, Talent Development, and Performance Management.
- Practiced in developing and establishing strategic recruitment strategies, engaging with social media, identifying/recruiting appropriate talent, and achieving recruitment objectives.
- Collaborating with hiring managers to understand their hiring needs and goals.
- Leverage multiple sourcing strategies and channels including external network, job boards, and internal referrals to provide high-quality candidates for open positions.
- Working extensively in ATS: CEIPAL/JOB DIVA to source and harvest profiles, update records and submit deserving candidates to the clients.
- Responsible for the first-round telephonic screening of the profiles and communicating with all candidates on a regular basis and arranging & conducting interviews.
- Screening resumes, interviewing qualified candidates, evaluating skill level, managing offer process, reference checks, and making salary recommendations.
- Responsible for checking references, negotiating terms and rates for each project, coordinating the interview process, extending offers, and closing candidates.
- Responsible for creating and preparation of work orders, vendor contracts, offer letters, experience letters and relieving letters.

**Education:**

- Bachelors of Engineering in Mechanical Engineering, Techno India, Salt Lake, Kolkata, 2017
- Higher Secondary (12' Boards), National Institute of Open Schooling, 2012
- Secondary, (10' Boards), Notre Dame Academy, Munger, 2009

**Skills:**

- MS Office (Word, Excel, PowerPoint)
- Outlook
- Job Diva
- CIPAL
- Indeed
- LinkedIn
- Zip Recruiter
- Fieldglass
- Agile
- Sense Texting
- Text US

**WORK EXPERIENCE**

**VEAH Consulting Services, Noida, IN**

**Jun 2022 – Present**

**Technical Recruiter**

- Collaborates with hiring managers to understand the needs and roles to be filled; reviews job descriptions for vacancies.
- Assists with the development and revision of specifications and job descriptions for selected positions.
- Identifies the most effective methods for recruiting and attracting candidates.
- Drafts recruitment advertisements; posts and/or places ads in the most effective digital and/or print media for open positions.
- Selects one or more placement agencies to assist with recruitment process.
- Identifies appropriate candidates and assesses their qualifications through review of their resumes, interviews, and other forms of communications.
- Connects qualified candidates with hiring managers.

- Maintains contact with candidates to keep them apprised of the status of their applications.
- Provides advice to hiring managers regarding salary negotiations with final candidates.
- Facilitates contacts by creating and maintaining a presence in the technical/industry community and marketplace.
- Performs other related duties as assigned.

#### **Artech L.L.C. Artech L.L.C. Bangalore, IN**

**Feb 2022 – May 2022**

##### **Technical Recruiter**

- Develop recruiting strategies that meet anticipated staffing needs  
Review job orders and employment applications to match applicants with job requirements  
Search for job candidates using various sources such as databases, internet recruiting resources, networking, job fairs, media advertisements, recruiting firms or employee referrals
- Select job applicants, confirm their qualifications and refer them to hiring managers, making recommendations when appropriate
- Interview job applicants as part of the screening process to get information on their work history, job skills, training and education, and inform them of the position's duties and responsibilities, compensation, benefits and working conditions
- Analyse employment data related to the position and create reports based on your findings  
Advise management on implementing, organizing and preparing recruiting programs while providing them with training on interviewing, counselling techniques, performance appraisals or documentation of performance issues
- Contact applicants to inform them of their application statuses and conduct background or reference checks on job applicants, particularly those who will be given job offers

#### **Creatigrity Technologies Pvt. Ltd, Bangalore, IN**

**Aug 21 – Feb 22**

##### **Team Leader/ Recruiter**

- Coordinate with hiring managers to identify staffing needs
- Determine selection criteria
- Source potential candidates through online channels (e.g., social platforms and professional networks)
- Plan interview and selection procedures, including screening calls, assessments and in-person interviews
- Assess candidate information, including resumes and contact details, using our Applicant Tracking System
- Design job descriptions and interview questions that reflect each position's requirements
- Lead employer branding initiatives
- Organize and attend job fairs and recruitment events
- Forecast quarterly and annual hiring needs by department
- Foster long-term relationships with past applicants and potential candidates

##### **Technical Recruiter**

**Jan 21 – Jul 21**

- Develop recruitment goals and objectives
- Develop sustainable recruiting strategy based on our goals and needs
- Source passive candidates
- Search resume databases for the most fit candidates
- Communicate with Hiring Managers
- Determine the effectiveness and success of current recruiting plans and strategies
- Write and proofread job descriptions
- Recommend new sources for active and passive candidate recruiting
- Build talent networks to find qualified active and passive candidates
- Use multi-channel approach to recruit
- Evaluate which sources bring best candidates
- Identify key recruiting KPIs
- Plan and implement a Recruitment Marketing and Employer Branding strategy
- to attract high quality applicants
- Review applicants to evaluate if they meet the position requirements
- Interview candidates following company's rules and regulations

- Adhere to laws, rules and regulations
- Adhere to personal data privacy regulations
- Prepare a report on a weekly basis for the tasks completed or in progress.

**Pfizer & Co., Gun Factory, Bihar, IN**  
**Sales Executive**

**May 18 – Sep 20**

- Prepare and deliver appropriate presentations on products and services.
- Create frequent reviews and reports with sales and financial data. Ensure the availability of stock for sales and demonstrations.
- Participate on behalf of the company in exhibitions or conferences.
- Establishing sales objectives by forecasting and creating sales quotas for the team and individual sales representatives
- Creating and executing strategic plans as determined by market trends and historical data.
- Managing team performance reviews and creating reward programmes for top performers
- Managing, coaching and motivating the sales team to improve their skills, ensure they achieve a high professional standard and help them achieve their monthly sales goals
- Generating and presenting monthly sales reports to executives

**OTHER SKILLS**

- CERTIFICATE IN AUTOCAD 2D AND 3D
- TRAINING AT LEXUS MOTOR

**DECLARATION**

I hereby declare that all the statements in the application are true to the best of my knowledge. Looking upon my criteria mentioned above, I think if I would be permitted to continue my particulars job. I am sure I would try to fulfil it with my faith and belief.

**MAHAVIR RAJ SINGH**

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