

Reshu Singh *IT Recruiter*

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📍 Noida

CAREER OBJECTIVE

Enthusiastic, responsible and ready to face challenges to gain professional heights and work satisfaction to completely utilize my training and skills to provide significant contribution to the success of the company.

EDUCATION

2020/09 Bareilly, India	MBA (Human Resources & Finance) <i>Future Group of Management and Technology</i>
2017/06 Bareilly, India	Master of Commerce <i>Mahatma Jyotiba Phule Rohilkhand University</i>
2015/06 Bareilly, India	Bachelor of Commerce <i>Mahatma Jyotiba Phule Rohilkhand University</i>
2010/04 – 2012/05 Bareilly, India	X & XII <i>Army Public School</i>

PROFESSIONAL EXPERIENCE

2021/10 – 2022/11 Noida, India	IT Recruiter <i>Hunting Cube Recruitment Solutions</i> <ul style="list-style-type: none">• End to end hiring for Product based companies like Amazon, Make My Trip, Uber, etc.• Familiarity with applicant tracking system and resume databased.• End to end sourcing and recruitment that includes screening and evaluation.• Interview candidates via Phone, Video Call and in person.• Craft recruiting emails to attract passive candidates.• Part of the Talent acquisition team and working with hiring managers to determine client staffing needs.• Source potential candidates from various online channels like LinkedIn ,Naukri and Social Media.• Provide shortlists of qualified candidates to hiring managers.• Designing and updating Job Descriptions as per client requirement.
2022/12 – 2023/06 Noida, India	Consultant Recruiter <i>Abishar Technologies</i> <ul style="list-style-type: none">• Manage the overall interviews, selection and closing process.• Produce and submit reports on RMS.• Connect with clients to understand their requirements.• Inhouse hiring.• Assisting hiring manager till board.• Relationship building and client follow-up.• Worked on hiring of service-based companies and C2H.• Hiring for PAN India for both entry level and senior management level profiles.

TECHNICAL SKILLS

Naukri • LinkedIn • LinkedIn Recruiter • Job Posting • Sourcing • ATS • MS Excel • MS Word • RMS

SKILLS

Critical Thinking • Decision Making • Team Work • Multitasking • Time Management • Active Listener • Marketing Communication • Empathy • Confident

INTERESTS

Dancing • Singing • Travelling • Reading novels.

DECLARATION

I hereby declare that all above information given is correct to the best of my knowledge and belief.

Reshu Singh
Noida