

# RITESHU PRATAP SINGH

HR EXECUTIVE

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## TECHNICAL PROFICIENCY

- ☐ MS Excel
- ☐ MS Powerpoint
- ☐ MS Word

## SKILLS

- ☐ Adept
- ☐ Multi-Tasking
- ☐ Teamwork as well as working independently depending on the tasks
- ☐ Due Diligence
- ☐ Learning Agility
- ☐ Perseverance
- ☐ Analytical & Problem solving
- ☐ Receptive
- ☐ The Four Cs :
  - Communication
  - Coordination
  - Cooperation
  - Collaboration

## LANGUAGES

- ☐ English
- ☐ Hindi

## INTERESTS / HOBBIES

- ☐ Singing
- ☐ Dance
- ☐ Video Gaming
- ☐ Bikes
- ☐ Travel
- ☐ Physical Fitness
- ☐ Cars
- ☐ Cricket
- ☐ Football

## WORK EXPERIENCE



### HR EXECUTIVE

Avyukt Healthcare Solutions , Greater Noida , UP

(April 2022 - Present)

#### Roles & Responsibilities

- Executing end-to-end recruitment life cycle starting from sourcing , screening , interviewing , extending and negotiating offers , in line with the hiring turnaround time and prepare reports accordingly .
- Assist in recruitment process by managing screening and shortlisting of profiles from Job portals, Networking sites, referencing networking, and job hunting .
- Creating & circulating the job postings to attract the qualified applicants .
- Effectively using the personal network, built up the database, digital platforms, and referrals for reaching passive prospective candidates
- Coordinating with candidates & Internal & External management for Interview and On-boarding process .
- Initiate and closure of Background verification of the candidates .
- Issuance of Appointment/Contract/Agreement letters .
- Cultivate networks across a variety of locations to enable excellence in service delivery .
- Maintenance of HR file record of new joiners , Hard and Digital copies .
- General Administration duties and ad-hoc project work as required .
- Ensure all escalated issues are handled in a timely manner and resolution is communicated .

### Co-Founder

Shri Balaji Traders ( CCTV & Surveillance cameras )

(2019 - 2021)

- Ran a business with 2 partners and 5 employees at a profit for 1 year .
- Offered a comprehensive range of advanced security and surveillance solutions to meet the ever-changing requirements of different verticals comprising hotels, hospitals, educational institutes, homes, infrastructure .
- Increased clientele by 20% in a year .

### HR EXECUTIVE ( IT Recruiter )

Scanno systems Pvt. Ltd. Greater Noida , UP

(2018 - May 2020)

#### Roles & Responsibilities

- Joined as an HR Intern in 2018 and was promoted to HR Executive after 6 months
- Develop talent pipeline through referral generation, leveraging external professional networks and alternative search techniques to target, attract, and develop passive candidates .
- Manage relationships with the hiring managers in a high-tech recruiting environment; build credibility via seamless execution of search mandates, rigorous attention to detail, and expert advisement around talent acquisition best practices and candidate selection
- Sourcing & Screening relevant Candidates as per the requirement through Media Job portals, networking, head hunting.
- Scheduling Interviews and Follow ups with candidates.
- Work closely with colleagues on the recruiting team to institutionalize consistent and efficient recruiting processes / service levels across all search mandates

### INTERN

Bharat Heavy Electricals Limited Haridwar , Uttarakhand

(June - July 2017)

## EDUCATION



**2011** - Higher Secondary from St. Joseph's School, Bulandshahar dst. , UP (ICSE)

**2013** -Senior Secondary from Little Flower school , Gorakhpur ,UP (CBSE)

**2016** -Bachelor of Commerce from Chaudhary Charan Singh University , Meerut , UP

**2018** -MBA in Human Resources from Dr. A.P.J. Abdul Kalam Technical University, Lucknow , UP