

**Shalima Singh**

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### **CAREER OBJECTIVE:**

To secure a challenging position in your esteemed organization, affording opportunities to learn and progress and seeking for a Long-Term Employment and where I can effectively contribute my skills.

### **SUMMERY-**

Recruitment Specialist with 1.3 Yrs of experience, skilled in sourcing, CV Screening, interviewing and candidate assessment. Sourced, assessed and hired many candidates in for IT role during my work.

### **ROLES AND RESPONSIBILITIES:**

- Involved in end-to-end recruitment process which includes sourcing of profiles till onboarding candidates.
- Interacting with leads /manager and getting detailed understanding about the requirement by client with respect to technology, Deadline, number of resources.
- Optimizing best sourcing strategies: Job Posting, Mass Mailing, Employee referrals, internal database, Searching job portals like Naukri.com, linkedin.com.
- Coordinating the candidates for scheduling interviews, Documentation verification, Notice period and Salary negotiations.
- Maintaining candidate's overall database from screening till Onboarding.
- Successfully carried out recruitment drive on weekdays and weekends.
- Handling My refer portals (Ceipal) & tracking candidates status using CEIPAL.

### **WORK EXPERIENCE:**

1. **Organization: Peel-Works Pvt Ltd (15<sup>th</sup> May to 30<sup>th</sup> June)**
  - a. **Designation:** HR Executive
  - b. **Role:** Non-IT Recruitment
2. **Organization: Change Leaders HR & Tech Consultancy.(20<sup>th</sup> April 2022 to 30<sup>th</sup> April )**
  - a. **Designation:** Recruitment Specialist
  - b. **Role:** IT Recruiter
3. **Organization: Ace Institute (April 2018 to Jan 2020)**
  - a. **Designation:** Receptionist + Counselor
  - b. **Role:** Receptionist

### **TECHNICAL SKILLS:**

- MS Office, Networking basic , MS Excel, MS Power point

### **QUALIFICATION-**

**BBA (2015) Agra University**  
**MBA (2017) AKTU**

### **PERSONAL TRAITS:**

- Optimist & Hard working.
- Determined & Confident.
- Good team player & creative.

### **HOBBIES:**

- Gardening, Arts
- Music
- Cricket

### **PERSONAL DETAILS:**

Name : Shalima Singh  
Father's Name : Suraj Kant  
Date of Birth : 08<sup>th</sup> July 1995  
Gender : Female  
Languages Known : Hindi & English

### **DECLARATION:**

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

Date:

Place:

Signature

Gurgaon