

Shalima Singh

Mobile: 7906179973/9557187795

Email: shalima.aceskb@gmail.com

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 1.1 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 (15th May to 30th May)**
 - a. **Designation:** HR Executive
 - b. **Role:** Non-IT Recruitment
2. **Organization: Change Leaders HR & Tech Consultancy.(20th April 2022 to 30th 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 : 08th 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