

Romi Singh**Email-Id:** singhromi666@gmail.com**Mobile No:** +9198217666

Lucknow, UP, India

OBJECTIVE:

To secure a responsible position in the HR department, sharing my 1+ years of experience in end-to-end recruitment and sourcing, performance management and employee engagement framework, along with interpersonal skills and an ability to work across multiple dimensions to further the growth of the company.

SUMMARY

- Experience in Full Lifecycle Recruitment - Building JD, sourcing strategy, sourcing, candidate and strategic initiative.
- Possess strong technical/business acumen and understanding of technical requirements; deep sourcing skills and experience sourcing passive candidates; excellent candidate assessment skills.
- Enthusiastic and dynamic team member with excellent personal relationship skills, ability to maintain positive attitude, welcoming demeanor, and professional business appearance.
- Pre-screening, Interviewing, On-boarding of employees. Completing joining formalities, exit interviews, grievance redressal, induction and background checks. Validating resume, qualifications and skills produced by new hires.
- Promoting company activities on social media platforms viz; LinkedIn, Instagram etc. Help building social presence and creating positive aura for the company amidst potential clients and future employees and current team.
- Successful Track Record in Sourcing, Identifying, Attracting, Securing, and closing the hard to find candidate under tight turnaround schedules.

PROFESSIONAL EXPERIENCE:**VUI Systems Pvt Ltd****HR Executive****3/2022 to Present****Jconnect Infotech Pvt Ltd****Sourcing Executive****10/2021 to 2/2022****Wismad Consulting Pvt Ltd****Business Development Executive****10/2020 to 8/2021****Academics:**

MBA (HR & Finance)

B.Com. from "LU" with 65%- 2017

12th Standard (ISC) with 65% - 201410th Standard (ICSE) with 75% - 2012**Personal Details:**

Date of Birth: Aug 7th, 1996

Nationality: Indian

Languages Known: English, Hindi

