



# NEHA SINGH

## Human Resource Executive

Noida , Sector 126

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### REALTY ASSISTANT PVT LTD, Lucknow (june 2022- present) ( IT RECRUITER)

- Identifying recruitment needs and skilled in IT developers recruitment for profiles; Flutter, **Reactjs, Nodejs, UI/UX designers , Web developer java developer and IT sales**, support and develop talent .
- Handling the HR Activities ie. sourcing, screening, interviews, negotiating the offer, issuing the offer letter/ appointment letter , joining forms, onboarding, using ATS to manage attendance, experienced in **Bolean Search string** recruiter
- .Communicating with hiring managers to identify future job openings and the technical requirements for those jobs.
- Utilize job boards, social media, and other recruiting tools to identify and attract top talent.
- Experience with arranging virtual, telephonic, and in-person interviews.
- Screening applicants for competency with the job requirements.
- Performing background and reference check.
- Ensure TAT Compliance for all the Hiring activities while keeping costs in check**
- Process documentation and prepare reports relating to performance evaluations and **MIS reports** as per requirement.
- Conduct end-to-end employee onboarding and exit/ termination activities with concerned stakeholders, and **timely reports and dashboards** containing concrete metrics to supervise forecasting performance.

### BHUMI ITECH PVT. LTD., NOIDA (june 2021-june 2022) (Human Resource Recruiter)

- Experienced in hiring profiles i.e. **software engineers, full stack developers, cloud support engineers and the customer support executive, SAP Consultant, cyber security analyst, Devops engineer and java developer** etc.
- Performed full life cycle technical recruiting.
- Worked as a senior recruiter in Information technology systems.
- Identified and recommended appropriate job sites, technical organisations, databases, and other recruiting sources for open sources.
- Identified, qualified, and closed candidates through the use of Internet sites, senior technical resume database, and referrals , knowledge **onBoolean** and **analog search**.

### Qualifications

Master's of business Administration (HR & Finance) 2020-2022

Maharana Pratap Engineering College, Kanpur.

**Bachelor of Commerce (ACCOUNTING)**

June'16-July'19

CSJM University, Kanpur

### Skills

HRIS (Human resource information system), ATS ,Payroll, HR one, payroll, MS excel, t. Recruitment, Employee data management, HRO domain.

### Software/Tools

Excel,( pivot tables, vlookup functions,Word, Powerpoint, HRIS, ATS, Payroll, Google forms, Power BI Rep[orts & dashboards making.

### Certifications

- Completed Human resource management certified by Coursera.
- Certified Microsoft Excel by Coursera.
- Learning power BI dashboards and Reports making online.
- Business Analytics course certified by Udemy.

### Activities

- Coordinator of HR Club in my college.
- Volunteer in Aarambh 4.0 at MPGI, Kanpur
- Done Anchoring in college event (Prabhandanotsav).
- freelance recruiter (Export-BDA ), for Automobile and manufacturing industry.

### Interests

Travelling, Watching movies, Singing

### Languages

Hindi & English