



Ankita Singh

GET IN CONTACT

Mobile: 7398624234

Email: ankitasingh88084@gmail.com

PERSONAL DETAILS

- Current Location Allahabad/Prayagraj
 - Date of Birth Mar 02, 1993
 - Gender Female
 - Marital Status Single / Unmarried
-

SKILLS

- Training
 - IT Recruitment
 - Non IT Recruitment
 - Selection
 - Selection Process
 - Job Analysis
 - Job Posting
 - Interview Scheduling
 - Screening Resumes
 - Screening
 - Interpersonal Skills
 - Ms-Dos
 - MS Outlook
 - Self Learning
 - Powerpoint
 - Teamwork
 - Adaptability
-

TECHNICAL SKILLS

- RECRUITMENT
 - Sourcing Profiles
 - Interview Scheduling
 - JOB POSTING
 - Ms-Dos
 - IT RECRUITMENT
 - Screening Resumes
-

LANGUAGES KNOWN

- English
- Hindi

EDUCATION HISTORY

Post Graduation

Course	MBA/PGDM(HR/Industrial Relations)
College	ICCMRT Institute of Co-operative & Corporate Management, Research & Training
Year of Passing	2022
Grade	Pass

Class XII

Board	Uttar Pradesh
Medium	Hindi
Year of Passing	2013
Grade	70-74.9%

Class X

Board	CBSE
Medium	English
Year of Passing	2010
Grade	50-54.9%

WORK EXPERIENCE

Mar 2022 to Present

Associate Recruiter at Techaxis, Inc

Responsibilities: 1.Source and identifying for candidates within the US job market for top performing senior level positions in Sales and Senior Level Program and Delivery professionals. Filter the applications, conduct first round screening, schedule subsequent interview with them, conduct reference calls and debrief sessions. Build and manage a database of candidates. 2.Manage candidate relationship from their application to screening until they accept the offer. 3. Become a trusted advisor to your candidate and identify the most suitable opportunities for them based on their wants and needs and keeping in mind the opening in our client companies with respect to this. 4.Excel at relationship building in order to grow your candidate base through referrals from them for a particular designation. 5.Collaborate with the TechAxis team to ensure successful and lasting placements as well as satisfied clients. 6.An environment full of motivation and support to achieve the target

Oct 2020 to Dec 2021

Technical Recruiter at Bluehole (OPC) Pvt Ltd

Roles and Responsibilities 1. Working closely with HR Leaders to execute the hiring requirements of the firm in the products and/or analytics domain 2. Sourcing, attracting, and screening candidates from different recruitment portals like Naukri, LinkedIn, and others 3. Coordinating and scheduling interviews with candidates and the

technical team 4. Following up on interview status and effectively maintaining a connection with candidates 5. Communicating company information to candidates during the screening process Skills: Employer Branding ? English ? IT Recruitment ? Recruiting ? Technical Recruiting