Navya Singh

Gorakhpur (Ready To Relocate)
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A Dedicated HR Professional and Management Graduate with 6 months of Internship in Talent Acquisition and 1 year of experience in sourcing and recruiting BFSI staff.
Eager to acquire more experience in enormous Human Resources Management .

PROFESSIONAL EXPERIENCE

Career Empower , Gorakhpur   **01/23 - present**
Human Resource Executive

A Consultancy of Kotak Mahindra bank, helps in there staffing of Virtual relationship manager, Phone banking officer, Video kyc , CCU etc.

- Sourcing candidates from different job portals like noukari.com , Hirect, LinkedIn, Indeed etc
- Taking first round -telephonic interviews.
- Handling onboarding of selected candidates.
- Taking follow ups (40-50 calls per day).
- Overlook till joining of Candidates.

Growth Central VC , Noida.   **07/22 - 12/22**
HR Recruiter Intern

A partnership firm which provides different career options to students, entrepreneur and working professional by provide various courses, programs and internship assessment.

- Daily job posting or refreshing and hiring through LinkedIn majorly.
- Taking telephonic or virtual interviews on Google meet.
- Incentives negotiation and budgeting
- Guiding other teammates or juniors at recruitment processes and managing social media groups.
- Promoted to Sub- Coordinator.

EDUCATION

Tagore public school   **01/19 - 01/20**
12th - A

Deen Dayal Gorakhpur University   **01/21 - 01/23**
Bachelor Of Business Administration - A

Manish institute   **01/22 - 01/23**
Advance Diploma In Computer Application - A

PROJECTS

Summer Training Report On Recruitment And Selection Process In Growth   **01/23 - 01/23**

- Prepared and demonstrated questionnaire and report during my internship of college .

KEY SKILLS

- Sourcing and Scheduling

- Interviewing Skills
- Bulk Hiring
- BFSI Recruitment
- Onboarding and Negotiation
- Communication and Interpersonal skills

INTERESTS

- Intrecting and engaging with new people.
- Leadership and Monitoring people.