

AVINASH SINGH

Human Resources

PROFILE

Hardworking Human Resources Team Member with 1.7 years of experience in human resources, administrative support, and customer service. Experience providing HR support including facilitating new hire orientations, onboarding packets, training, and utilizing the job application systems appropriately. Skilled at handling confidential material in a sensitive manner.

CONTACT

11avinash121@gmail.com

8319147465

Location

EDUCATION

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DAV Public School Anpara , Anpara
Apr 2013 – Apr 2014

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DAV Public School Anpara , Anpara
Apr 2015 – Apr 2016

B.COM

IPS Academy Indore , Indore
Aug 2016 – Aug 2019

MBA

IPS Academy Indore , Indore
Aug 2019 – Aug 2021

SKILLS

Communication , Critical thinking , Quick learner ,
Devoted towards work

LANGUAGES

English , Hindi

WORK EXPERIENCE

HUMAN RESOURCES EXECUTIVE

S.N. Singh Pvt Ltd, Ranchi

Sep 2020 – Dec 2021

- Responsible for the End to End recruitment cycle
- Interview candidates combining various methods (e.g. structured interviews, technical assessments and behavioral questions)
- Uses Screening Tool to validate the profiles.
- Understand the requirement and client's need and shortlist the suitable candidates based on technological skills, rates and location preferences from the available pool of resources.
- Working on different Job portal such as Naukri, Monster, LinkedIn etc.
- Negotiate the rates/salary with the candidates
- Support of departmental representatives in HR
- Introduction of new joiner into their work environment
- Assistance in employee onboarding program and help organize training & development initiatives
- Adhere to all organizational policies and procedures
- Contribute towards the smooth running of the team
- Maintain accurate records/documentation associated with your work
- Maintaining a healthy communication system towards the employees

EXECUTIVE

Dynpro, Bangalore

Jan 2022 – Present

- Screening potential IT candidates from effective usage of Internal Systems.
- Hiring candidates for Indian Clients.
- Postings vacancies on portals and Networking within the time frame.
- Sourcing and Screening candidates as per required details, matching IT resources.
- Interview candidates combining various methods (e.g. structured interviews, technical assessments and behavioral questions)
- Submission of Daily reports without fail.
- Coordinate with the candidates for the interviews timings and joining formalities.
- C2H hiring
- Documentation.

ACHIEVEMENTS

Zonal level Football Player

DECLARATION

I do hereby declare that all the details mentioned above are accurate to the best of my familiarity and confidence.

Avinash Singh

31 Dec 2021