

# Monika Singh

## HR Specialist - Early Careers

📍 Faridabad, Haryana

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*HR professional with 8+ years of experience in end-to-end recruitment, campus hiring, and early-career talent development across high-growth organizations. Skilled in designing graduate and leadership programs, building strong talent pipelines, and driving up to 90% intern-to-FTE conversion through structured engagement and mentorship. Experienced in stakeholder management, employer branding, and capability-building initiatives that enhance organizational growth and diversity. Now seeking to leverage this expertise to lead impactful campus hiring strategies, strengthen early-career programs, and build inclusive, future-ready talent pipelines.*

### SKILL SETS

Campus Hiring Strategy | University Relations | Capability Building & Succession Planning | Workforce Forecasting  
Employer Branding | Candidate Engagement | Diversity & Inclusion Programs | Stakeholder Collaboration | Induction

### PROFESSIONAL EXPERIENCE

#### NCR Voyix, Gurgaon | HR Specialist – Talent

May '21 – Aug '25

- Partnered with senior leaders and HRBPs to identify succession and capability gaps, integrating early-career talent into long-term workforce and succession planning.
- Designed and executed graduate and cadre programs featuring structured rotations, capability assessments, and clear pathways to permanent roles.
- Built high-potential talent pipelines through campus hiring across Tier 1–3 institutions, achieving a 90% intern-to-FTE conversion rate via structured mentorship and engagement initiatives.
- Developed competency-based assessment frameworks to evaluate, track, and accelerate the growth of early-career hires.
- Delivered differentiated campus initiatives - leadership talks, hackathons, case challenges, and skill-based workshops; strengthening employer brand and student connect.
- Led employer branding campaigns across digital and campus platforms, driving stronger visibility and improving quality of hires.
- Launched structured onboarding and induction programs tailored for graduate cohorts, improving engagement, belonging, and retention.
- Partnered with global and APAC HR teams to embed leadership and capability development modules into graduate programs.
- Implemented diversity-focused interventions in early-career hiring, improving representation and inclusion across cohorts.
- Built data-driven dashboards to track key metrics; offer-to-join ratios, conversion, retention, DEI, attrition, and time-to-hire, enabling strategic insights and continuous improvement.

#### Mosaic India, Gurgaon | Executive HR

May '20 – May '21

- Managed end-to-end fresher and lateral hiring, ensuring alignment with business capability needs.
- Coordinated employee development workshops and learning interventions to upskill new hires and employees.
- Enhanced recruitment efficiency by introducing structured evaluation frameworks and better candidate experience practices.

#### NCR Corporation, Gurgaon | HR Consultant

Jul '15 – May '20

- Spearheaded campus hiring programs across Gurgaon & Mumbai, creating pipelines for business-critical roles.
- Partnered with business leaders to establish early-career succession planning for critical functions.

## EDUCATION

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**Apeejay School of Management, Delhi**  
PGDM – HR & MARKETING

2012 - 2014

**DAV Centenary College, Faridabad**  
B.B.A

2008 - 2011

## ACCOLADES

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- Received the “End-to-End Ownership” Award for leading university hiring and achieving one of the highest intern-to-FTE conversion rates (FY 2021–22) at NCR Voyix.
- Winner of the global “Wear Purple, Share Stories” campaign at NCR Voyix, recognized for strengthening employer brand visibility through innovative storytelling.
- Ranked in the Top 25 globally at Hackathon 2022 at NCR Voyix for presenting a business idea with measurable impact on organizational efficiency.
- Facilitated leadership connect sessions and town halls, strengthening communication between employees and management at NCR Voyix.
- Reduced time-to-hire for niche roles by 20% through improved sourcing intelligence.