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## **CAREER OBJECTIVE**

To secure a responsible career opportunity by fully utilizing my skills and theoretical knowledge, while making a significant contribution to the success of the company.

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## **SKILLS & STRENGTHS**

- 360-degree recruitment
- Sourcing and screening
- Salary negotiations
- Client/candidate relations
- Proficient in recruiting candidates from all levels.
- Stakeholder Management
- Tools: LinkedIn Recruiter, Monster and Naukri
- MS Office (Word, Excel and PowerPoint)
- HR Operations

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## **PROFESSIONAL EXPERIENCE**

**Pride Global**

**Senior Talent Acquisition Specialist**

**March 2021 – Present**

**Noida**

Responsibilities:

- Full-cycle recruitment: Manage the entire recruitment process from initial job requisition to offer extension. End to end Individual contributor role with expertise in direct sourcing and excellent account management skills..
- Deliver quality work in a fast-paced, dynamic work environment consistently by managing time and efforts across hiring projects.
- Managing the end to end recruitment cycle for Bulk Hiring Support, and BPO Functions hiring.
- Working on positions for technical and non-technical roles.
- Identify critical talent needs, high priority positions and deliver results using various recruiting tools.
- Strategically sourcing and screening quality profiles for open positions using various channels- job portals, LinkedIn, employee referrals, networking.
- Connect with the candidates and take preliminary interviews.
- Conducting thorough behavioral based interviews and phone screens.
- Partnering with business leaders and hiring managers to assess their talent requirements and advising on the best hiring strategy.
- Full-cycle recruitment: Manage the entire recruitment process from initial job requisition to offer extension, including:
  - Coordinated with Technical Panel for all Technical interviews and Client interviews.
  - Proactively recruit through creation of external and internal pipeline that may arise from a variety of groups and resources.
  - Performing HR activities such as On-boarding, documentation, issuing Appointment Letter, BGV verification, and employee engagement, etc
  - Handling employee relations in company which includes regular interaction, building relations and sourcing profiles throughout industry.
  - Ensure ATS information is up to date.
  - Maintain a positive environment and mentor my juniors in recruitment.

## **OTHER EXPERIENCES**

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### **Internships:**

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| 1. HR Executive at Coral Bling Services in Pune | June 2020 – August 2020 |
| 2. HR Recruiter at Lava International in Noida  | March 2018- May 2018    |

## **EDUCATION**

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**MBA IN HUMAN RESOURCES AND OPERATIONS**  
Bharati Vidyapeeth Deemed University-IMED, Pune

**JULY 2019 – JULY 2021**

**ACHIEVEMENTS AND AWARDS**

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- **Rewards and Recognition:**
  - 'Star Player' in Q3-2024,
  - 'Star Player' in Q1-2023,
  - 'Pat on the Back' in Q4-2022
  - 'Star Player' in Q2-2022
- Organized Best Entrepreneur event in my college.
- Member of Entrepreneurship Cell in my college.
- Member of Discipline ministry in my school (SGA Member)

**DECLARATION**

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I solemnly declare that all the above information is correct to the best of my knowledge and belief.

**SHREYA SINGH**