

NEHA SINGH

HR Recruiter | Talent Acquisition Specialist | HR Generalist | HR Executive

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PROFESSIONAL SUMMARY

HR Recruiter and Talent Acquisition hands on experience in full-cycle recruiting, HR operations, and employee engagement within IT services organizations. Skilled in multi-platform candidate sourcing across Naukri, LinkedIn, Indeed, and Internshala for multiple concurrent IT roles. Proficient in ATS, HRIS and SAP with expertise in job description writing, interview coordination, onboarding & documentation, and recruitment MIS reporting. Strong track record in stakeholder management, employer branding, workforce planning, and delivering a high-quality candidate experience across the employee lifecycle. Available for immediate joining.

WORK EXPERIENCE

HR Recruiter | EICE Technology Pvt. Ltd. | Noida, India

March 2026 – Present

- Executed full-cycle recruiting for 10+ concurrent IT roles — requirement gathering, multi-platform candidate sourcing, resume screening, interview coordination, and offer roll-out — cutting average Time-to-Fill by 20%.
- Sourced & screening 200+ candidates per week across Naukri, LinkedIn, Indeed, and Internshala, achieving a 70% screening-to-interview conversion rate.
- Wrote SEO-optimized job descriptions for 15+ IT positions (developers, QA, DevOps, business analysts), reducing irrelevant applications by 30% within the first month.
- Conducted 20+ structured telephonic screening interviews per day to evaluate technical fit, CTC expectations, and communication skills; maintained 100% candidate records in HRIS.
- Scheduled and coordinated interviews for 20+ candidates weekly across hiring panels, ensuring zero scheduling conflicts and same-day feedback relay to candidates.
- Built a live candidate pipeline tracker in MS Excel tracking Time-to-Fill, stage-wise conversion, and offer acceptance rate; delivered daily MIS reports to 3 hiring managers.
- Strengthened employer branding through prompt candidate communication via email, phone, and WhatsApp, achieving a 90%+ positive candidate experience rating.
- Partnered with 4 hiring managers on workforce planning, aligning talent acquisition strategy with IT project timelines and reducing open role aging by 15%.

HR Intern | Eglogics Softech Pvt. Ltd. | Noida, India

April 2023 – August 2023

- Handled full-cycle recruiting for 8+ simultaneous IT roles — JD drafting, sourcing, resume shortlisting, interview scheduling, offer letters, and onboarding documentation.
- Onboarded 6+ new hires: prepared offer letters, provisioned system access, and ran structured induction sessions, cutting average time-to-productivity by 25%.
- Maintained ATS and candidate records with 100% data accuracy; tracked Time-to-Fill, offer acceptance rate, and pipeline conversion rate across 3 active job requisitions.
- Administered HR operations for 100+ employees: managed HRIS records, processed attendance and leave data, and drafted policy updates and internal communications.
- Organized 6+ employee engagement events per quarter (Fun Fridays, team outings, annual day), contributing to a 20% improvement in employee satisfaction scores.
- Led diversity sourcing efforts across Naukri and LinkedIn Recruiter, increasing diverse applicant representation in shortlists by 15% over 3 months.

- Resolved 40+ customer queries daily via email for the AEML process, maintaining SLA compliance and a 95%+ CSAT score across 4 consecutive months.
- Applied stakeholder management and written communication skills in a high-volume environment, consistently achieving daily resolution targets with zero escalations.

SKILLS

Talent Acquisition: Full-Cycle Recruiting, Candidate Sourcing, Resume Screening, Telephonic Interviews, Interview Coordination, Pipeline Management, Employer Branding, Diversity Sourcing

HR Operations: Onboarding, Documentation, Offer Letter Preparation, Employee Records Management, Attendance Tracking, Leave Management, Employee Engagement, Workforce Planning, Employee Lifecycle Management

ATS & HRIS Tools: HRIS (HR One), SAP, Naukri.com, LinkedIn, Indeed, Internshala

Reporting & Analytics: Recruitment MIS Reporting, Time-to-Fill, Offer Acceptance Rate, Pipeline Conversion Rate, MS Excel, Google Sheets

Productivity Tools: MS Office Suite (Excel, Word, PowerPoint), Google Workspace (Docs, Sheets, Forms), Zoom, MS Teams, Canva, AI (Chatgpt, Gemini)

Soft Skills: Stakeholder Management, Communication, Candidate Experience, Attention to Detail, Time Management

CERTIFICATIONS

- Fundamentals of Digital Marketing — Google Digital Garage
- Measuring Digital Marketing Campaigns — Career Era Workshop Certification

EDUCATION

Master of Business Administration (MBA) — Human Resources 2023 – 2025

University of Delhi, School of Open Learning, Delhi, India

Bachelor of Business Administration (BBA) 2018 – 2021

INMANTEC Institutions, Chaudhary Charan Singh University, Ghaziabad, India

Senior Secondary Certificate (Class XII) 2017 – 2018

D.H.T. Saraswati Vidya Mandir, Ghaziabad, India

Secondary School Certificate (Class X) 2015 – 2016

D.H.T. Saraswati Vidya Mandir, Ghaziabad, India

ACADEMIC PROJECTS

Research Report — Telecom Industry in India (May 2021 – July 2021)

- Authored a 40-page research report analyzing market trends, competitive landscape, key players, and growth drivers in the Indian telecommunications sector.

AD-MAD Show — FMCG Product Concept & Marketing Presentation (2019)

- Conceptualized an original FMCG product for an inter-college marketing competition; delivered a 10-minute structured presentation covering product positioning, target audience, and go-to-market strategy.