

NEHA SINGH

+91-9717421034 • ns291999@gmail.com • [linkedin.com/in/nehasingh29](https://www.linkedin.com/in/nehasingh29) • Ghaziabad, Uttar Pradesh

PROFESSIONAL SUMMARY

MBA (Human Resources) graduate with 1+ year of hands-on experience in end-to-end recruitment, HR operations, and employee engagement within IT services organisations. Proven ability to source, screen, and pipeline candidates across Naukri, LinkedIn, Indeed, and Internshala for multiple concurrent roles. Proficient in ATS tools (HR One), HRIS, and SAP, with strong skills in job description writing, interview coordination, onboarding documentation, and recruitment reporting. Adept at managing stakeholder communication and delivering a smooth, professional candidate experience. Seeking a full-time HR Recruiter or HR Generalist role to drive efficient talent acquisition and people operations.

PROFESSIONAL EXPERIENCE

HR Recruiter Intern | EICE Technology Pvt. Ltd. | Noida, India *March 2026 – Present*

- Managed end-to-end recruitment lifecycle for multiple simultaneous IT roles, covering requirement gathering, sourcing, screening, interview coordination, and offer roll-out.
- Sourced and screened 50+ candidates per week across Naukri, LinkedIn, Indeed, and Internshala, matching profiles to job-specific requirements from hiring managers.
- Drafted clear, SEO-optimised job descriptions and postings for diverse IT positions, improving applicant quality and reducing irrelevant applications.
- Conducted structured telephonic screening interviews to assess technical fit, communication skills, and salary expectations before advancing candidates.
- Coordinated interview schedules between candidates and hiring managers, ensuring zero scheduling conflicts and timely feedback at every stage.
- Maintained a live candidate pipeline tracker and prepared daily recruitment progress reports, enabling data-driven hiring decisions.
- Delivered a seamless candidate experience through prompt communication via email, phone, and WhatsApp, maintaining a professional employer brand.

HR Intern | Eglogics Softech Pvt. Ltd. | Noida, India *April 2023 – August 2023*

- Executed full-cycle recruitment for an IT services firm — from drafting JDs and sourcing on job portals to screening resumes, coordinating interviews, and managing offer letters.
- Onboarded new hires end-to-end: prepared offer letters, set up system access, and conducted structured induction sessions to reduce time-to-productivity.
- Maintained ATS database (HR One) and candidate records with 100% accuracy; tracked key recruitment metrics including TAT, offer-acceptance rate, and pipeline status.
- Managed core HR operations: maintained employee records, administered attendance and leave tracking, and drafted internal HR communications and policy updates.
- Planned and executed employee engagement initiatives (Fun Fridays, team outings, annual events), contributing to improved team morale and workplace culture.

Service Advisor | Tech Mahindra | Noida, India *March 2022 – June 2022*

- Provided email-based customer support for the AEML process, resolving customer queries accurately and within defined SLA timelines.
- Maintained consistently high service quality through professional, empathetic written communication, earning positive customer satisfaction scores.

SKILLS

Recruitment & Talent Acquisition: End-to-End Recruitment, Candidate Sourcing, Resume Screening, Telephonic Interviews, Interview Coordination, Job Description Writing, Pipeline Management, Recruitment Metrics & Reporting

HR Operations: Onboarding & Documentation, Offer Letter Preparation, Employee Records Management, Attendance & Leave Tracking, Internal HR Communications, Employee Engagement

Tools & Platforms: Naukri.com, LinkedIn Recruiter, Indeed, Internshala, HR One (ATS), SAP, HRIS, Zoom, MS Teams

Productivity: MS Office Suite (Excel, Word, PowerPoint), Google Workspace (Sheets, Docs, Forms), Canva

Soft Skills: Professional Communication, Stakeholder Management, Attention to Detail, Time Management, Data Reporting

CERTIFICATIONS

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

EDUCATION

Master of Business Administration (MBA) — Human Resources University of Delhi, School of Open Learning, Delhi, India	2023 – 2025
Bachelor of Business Administration (BBA) INMANTEC Institutions, Chaudhary Charan Singh University, Ghaziabad, India	2018 – 2021
Senior Secondary Certificate (Class XII) D.H.T. Saraswati Vidya Mandir, Ghaziabad, India	2017 – 2018
Secondary School Certificate (Class X) D.H.T. Saraswati Vidya Mandir, Ghaziabad, India	2015 – 2016

ACADEMIC PROJECTS

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

- Authored an in-depth research report on the Indian telecommunications sector, analysing market trends, competitive landscape, major players, and growth drivers.

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

- Conceptualised an original FMCG product for an academic marketing competition; delivered a structured presentation covering product positioning, target audience, and promotional strategy.