

Balbir Singh

VPO-Gidania, Th- Chirawa, Distt- Jhunjhunu, Rajasthan (India)

Phone: +91 9664162175 | Email: Bitturaiputy@gmail.com

LinkedIn: <https://www.linkedin.com/in/singbalbir/>

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PROFESSIONAL SUMMARY

Results-driven Talent Acquisition Specialist with 2.7+ years of experience in US & Domestic IT Recruitment Expertise in sourcing, screening, and hiring top talent while managing ATS platforms like Pajama HR, Job and Hirewand. Proficient in Microsoft Excel (Advanced), Power BI, and data analytics for recruitment track reporting. Strong leadership skills with a record of accomplishment of managing and training teams. Currently seeking opportunities in the UAE in HR, administration, or back-office roles.

WORK EXPERIENCE

Sr. Technical Recruiter

Technozis Pvt Ltd, Jaipur | Dec 2024 - Present

- Sourced and screened candidates using LinkedIn, Naukri, Expertia AI, Snaphunt and Boolean searches.
- Negotiated and submitted profiles for full-time and contract positions as per client needs.
- Managed ATS systems to track and update candidate records efficiently.
- Maintained talent pipelines by sourcing through LinkedIn, Google, WhatsApp groups, and cold calling.
- Prepared Excel-based reports & Power BI dashboards for candidate submissions and hiring trends.

Sr. Talent Acquisition Specialist

Vimerse Infotech, Jaipur | Aug 2023 - Nov 2024

- Led end-to-end recruitment cycle for IT roles in domestic and international markets.
- Implemented Excel automation for reporting daily submissions and performance tracking.
- Successfully trained and managed a team of 15 recruiters, improving efficiency by 25%.
- Developed recruitment strategies and maintained strong relations with hiring managers.

US IT Recruiter

Aditi Consulting, Bangalore | June 2022 - Nov 2022

- Specialized in W2, C2C, and direct hire staffing for IT clients.
- Utilized JobDiva ATS for sourcing and maintaining candidate pipelines.
- Conducted initial screening and technical interviews to assess candidate fit.
- Managed candidate databases using Excel VLOOKUP, Pivot Tables, and Macros.

US IT Recruiter

Scalene Works LLP, Bangalore | July 2021 - May 2022

- Sourced IT professionals using LinkedIn, Monster, and Dice.
- Prepared PowerPoint presentations for quarterly recruitment reports.
- Created Excel-based recruitment trackers for data-driven decision-making.

Graphics Designer

Card Creation, Jaipur | July 2020 - Jan 2021

- Designed branding materials using Adobe Photoshop, CorelDraw, and Illustrator.
- Developed marketing materials for client campaigns.

EDUCATION

- Diploma in Web Design & Development - Samyak, Jaipur
- Senior Secondary - Sahid Kernal J.P. Janu Government School

SKILLS & TOOLS

- Recruitment & Talent Acquisition (Domestic & US IT Hiring)
- Applicant Tracking Systems (Pajama HR, JobDiva, Hirewand, Oorwin)
- Microsoft Office Suite (Word, PowerPoint, Advanced Excel - VLOOKUP, HLOOKUP, Pivot Tables)
- Power BI & Data Analysis (Dashboard Creation, Recruitment Reports)
- Boolean Search & Sourcing Tools (LinkedIn X-ray Search, Monster, Dice)
- Graphic Design (Adobe Photoshop, CorelDraw, Illustrator)
- Communication & Leadership (Team Management, Client Handling)

ACHIEVEMENTS

- Successfully placed 150+ IT professionals in top-tier companies.
- Reduced hiring turnaround time by 30% through efficient sourcing strategies.
- Managed and trained a 15-member recruitment team, boosting efficiency by 25%.
- Automated recruitment reporting using Excel Macros & Power BI dashboards.

AVAILABILITY & RELOCATION

- Open to work in UAE
- Ready to relocate within 30 days
- Valid passport & immediate joining available