SAHIB SINGH

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PROFESSIONAL SUMMARY

Results-driven HR Professional with 5+ years of experience in full-cycle recruitment, onboarding, and HR operations across healthcare, IT, and service industries. Proven ability to build strong talent pipelines, improve hiring efficiency, and enhance candidate experience. Skilled in stakeholder management, compliance, and data-driven recruitment strategies that support organizational growth.

SKILLS

- Talent Acquisition & Full-Cycle Recruitment
- Applicant Tracking Systems (ATS) & HRIS
- Employee Onboarding & Engagement
- Stakeholder & Client Relationship Management
- HR Compliance & Background Verification
- Workforce Planning & Retention Strategies
- Data Analysis & Reporting (Excel, ATS Tools)
- Communication & Team Collaboration

EXPERIENCE

April-2024 To Current
HR Onboarding Specialist
Anchor Health Homecare – Brooklyn

- Manage full-cycle recruitment and onboarding processes for healthcare staff, improving hiring turnaround time and candidate experience.
- Coordinate onboarding logistics, including documentation, system access, training schedules, and compliance requirements.
- Conduct background checks, credential verification, and ensure adherence to state and federal regulatory standards.
- Maintain and optimize ATS database to track candidates, streamline workflows, and build a strong future talent pipeline.
- Serve as primary point of contact for new recruits, resolving onboarding, HR policy, and process-related queries efficiently.
- Partner with hiring managers to identify staffing needs and support workforce planning initiatives.
- Assist in creating and updating HR policies, onboarding manuals, and employee handbooks to enhance compliance and employee engagement.
- Track HR metrics and generate reports to identify process improvements and support data-driven decision making.
- Facilitate virtual and in-person orientation sessions, ensuring consistent training delivery and cultural assimilation.
- Leverage HR technology tools to automate routine tasks, improve reporting accuracy, and enhance overall HR efficiency.

- Support employee engagement initiatives and contribute to creating a positive organizational culture.

May-2021 To October-2023

HR Executive

Infogain India Pvt. Ltd. – India

- Managed end-to-end recruitment processes across specialized verticals, utilizing ATS platforms (Workday), LinkedIn Recruiter, and HRIS tools for streamlined candidate lifecycle management.
- Partnered with hiring managers to develop detailed job descriptions and role specifications; applied market benchmarking and competency frameworks, contributing to 500+ successful hires.
- Led campus recruitment initiatives, including candidate tracking, report generation, and dashboard creation using Excel, Google Sheets, and HR analytics tools. Collaborated with internal teams and external stakeholders to ensure seamless recruitment execution through workflow systems and effective communication channels.
- Oversaw daily hiring operations including candidate sourcing, screening, interview coordination, assessments, and offer management via ATS/HRMS systems.
- Conducted background verification processes in coordination with third-party vendors, ensuring compliance and timely onboarding.
- Leveraged sourcing platforms such as Naukri, Indeed, and LinkedIn Talent Insights to build and maintain strong talent pipelines.
- Developed and maintained recruitment dashboards, metrics, and reports using Excel (Pivot Tables, VLOOKUP), Power BI, and Google Data Studio to support data-driven decisions.
- Ensured adherence to HR policies, labor laws, and audit requirements by maintaining accurate documentation and process compliance.

September-2017 To December-2018

Office Executive to Pro-Vice Chancellor, Sharda University

- Provided comprehensive administrative support across multiple functions, ensuring smooth day-to-day office operations.
- Managed documentation, filing systems, and prepared analytical reports based on research to support decision-making.
- Maintained professional communication with internal and external stakeholders via phone and email.
- Screened and directed incoming calls, ensuring efficient communication flow within the organization.
- Coordinated schedules by organizing meetings, appointments, and executive calendars in a timely manner.
- Identified operational issues, analyzed data, and implemented effective solutions to improve workflow efficiency.
- Ensured compliance with organizational policies, procedures, and regulatory standards to maintain a safe and professional work environment.

July-2016 To July-2017

Front Office Associate

Radisson Blu

- Worked with assigned department operations on daily basis.

- Collaborated with travel agents and sales offices regarding guest reservations.
- Prepared the Standard Operating Manual for Guest Profile Update Report
- Provided excellent customer service.
- Handled guest complaints and requests in a professional manner.
- Processed and prepared documents such as business or government forms and expense reports
- Arranged accommodation and travel plans for visitors and presented updated itineraries.
- Collected, counted and disbursed money and performed basic bookkeeping to complete banking transactions.
- Maintained office supply stock to control shrinkage and prevent overstocking, including toner cartridges, stationery and printer paper.

EDUCATION

- **High School – Completed in 2014**
- **Master of Business Administration (MBA)**
  Lovely Professional University, India | 2019 – 2021
- **Bachelor of Science – Hotel Management**
  Hemvati Nandan Bahuguna University, India | 2014 – 2017

LANGUAGES

- ✓ English
- ✓ Hindi
- ✓ Punjabi
- ✓ Urdu