

Anaya Singh

1012 Main Street, Winnipeg, MB R1R 1R1 ▪ 702.555.1111 ▪ asingh@email.com

HUMAN RESOURCES PROFESSIONAL ▪ RECRUITER

▪ ▪ ▪ Finding the Right People Using the Best Channels to Deliver Results ▪ ▪ ▪

Seasoned HR and recruiting professional with diverse international experience. Partners with business leaders to identify and fulfill staffing needs in technical and non-technical environments. Initiates, designs, and manages effective policies and systems leading to consistent and efficient processes. Recognized for negotiating and communicating with staff at all levels to facilitate changes. Outstanding interpersonal and relationship building skills.

RECRUITING

Talent Sourcing
Social Media
Recruitment Matrix
Employer Branding
Job Descriptions

HUMAN RESOURCES

Administration
HR and Administrative Budgets
Pre- and Post- Employment
On-boarding and Training
Benefits Coordination

BUSINESS AND OPERATIONS

Trade Shows
Media Relations
Online Marketing
Project Management
Shipping and Logistics

Qualifications and Achievements

- ✓ **Revised method for writing job descriptions, adapted keywords, and partnered with managers to determine ideal keywords and skills**, lowering "Time to Hire" from 16 weeks to only 8 weeks.
- ✓ **Secured tradeshow registrations at 25% below market value** and consulted with trade publications to earn 20% discount on services and free press releases.
- ✓ **Sourced and negotiated with 7 Health Benefit Consultants**, decreasing monthly premiums by 62% following benefit plan redesign and contribution program adjustments.
- ✓ **Orchestrated attendance at multiple industry tradeshows**, managing budgets, media and print vendors, and personnel requirements to showcase corporate products and innovative solutions.
- ✓ **Directed human resources representatives across 21 regional offices and at more than 450 corporate branches** in recruiting and on-boarding more than 2,000 fulltime and seasonal employees.

Professional Experience

Insight Wireless Ltd. – Winnipeg, MB

2011 – 2015

Provider of data analytics solutions for mining, utility, and hydro operations across Central and Western Canada.

RECRUITER (2013 – 2015)

Partnered with external consultants to design recruiting tools and establish budgets. Matched candidate strengths and skills with requirements through screening and interviewing. Conducted staff orientations, developed policies, administered compensation and benefits, and completed pre-employment items including reference checks.

- Optimized job titles in accordance with Manitoba wage requirements, hiring developers, data scientists, field application engineers, and other technical professionals based on knowledge of local hiring market.
- Coordinated office move from shared services site to dedicated office, saving thousands on furniture, equipment, and utilities.
- Improved components of health benefit plans including reimbursements, couple/family rates, and contributions, avoiding price increases of more than 23% annually.

*"Anaya is a self starter and did a phenomenal job as the head of our HR group. **She executes on her promises and delivers results.**" - CEO, ABC Technical Group*

COMMUNICATIONS MANAGER (2011 – 2013)

Orchestrated marketing and communications strategies in support of company growth, evaluating marketing ROIs. Prepared global market research studies, preparing presentations, reports, and newsletters. Created content for websites and press releases. Led distribution, event management, media relations, and public relations activities.

- Fostered relationships with top industry focused trade publications, publishing case studies and press releases at minimal cost.

River Rock Business Services – Mumbai, India

2009 – 2010

Multi-business conglomerate with investments in real estate, hotels, healthcare, travel, education, and others.

HEAD OF HUMAN RESOURCES

Acquired talent for 21 regional offices and 450 branches, selecting vendors, negotiating contracts, and monitoring human resources activities for 5 corporate branches. Supervised 24 staff serving 11,500 employees.

- Aligned recruitment and selection policies with overall business objectives, reducing recruiting budget and lowering sourcing delays.
- Initiated use of LinkedIn's Recruiter sourcing platform, incorporating executive search capabilities and improving employer branding and social media recruiting programs.
- Created HR manual and employee handbook for non-unionized employees, standardizing employment practices and documenting information on vacation time, benefits, and performance management.
- Audited and revised HR systems and processes, improving efficiency and access to information for recruiting, on-boarding, employee changes, and departures

ABC Technical Group – Mumbai, India

2008 – 2009

US based software company catering to financial services companies, providing outsourcing of IT and business processes.

HEAD OF HUMAN RESOURCES DEVELOPMENT

Liaised with project managers and clients for recruitment, selection, and project implementation. Created recruitment and selection policies as well as recruiting budget. Reviewed and updated HR policies to improve functioning between staff in India and USA. Tracked employee performance and implemented retention program.

Earlier Career History

ASSISTANT HUMAN RESOURCES MANAGER – Launch Tech – Mumbai, India

2006 - 2007

HUMAN RESOURCES MANAGER – Telecommunications Ltd. – Mumbai, India

2003 - 2005

BRANCH ADMINISTRATOR – British Financial – Cornwall, England

2001 - 2003

Education, Certifications, and Training

Master of Global Management – University of Toronto, Toronto, ON

Master of Arts, Human Resources Management and Employment Relations – University of Falmouth, UK

Bachelor of Commerce, Accounting – University of Mumbai, India

Certified Human Resources Professional (2015 Completion)

Human Resource Management Association Round Tables ▪ BCIT Events ▪ TechVibes – Tech Fest
Light House Labs – Demo Days ▪ CASCADIA ▪ IURPA / NURPA ▪ University of Toronto Career Fair
NASCOM ▪ Chartered Institute of Personnel and Development: HRD, CIPD Annual Conference

Volunteer Involvement

Mentor, Career Coach – YWCA – Winnipeg, MB (2012 – Current)

Mentor – University of Manitoba, Winnipeg, MB (2013 – Current)