Ashutosh Kumar Singh

Assistant Manager - Product Operations | New Delhi, India
https://ashutoshsingh.pages.dev

PROFESSIONAL SUMMARY

5+ years at Info Edge, two promotions, recruitment platform operations, process optimization, technical job moderation and product experience. Independent AI-assisted digital product development.

PROFESSIONAL EXPERIENCE

Info Edge (India) Ltd. | iimjobs & hirist | May 2021 - Present
Assistant Manager - Product Operations | 2025 - Present
- Drive operational revamp and workflow optimization across iimjobs and hirist, with a focus on consistency, quality and efficiency.
- Oversee technical recruitment job moderation and operational quality; identify recurring issues and opportunities for process improvement.
- Support product experience through issue identification, operational feedback and refinement of platform workflows.

Senior Executive - Product Operations | 2023 - 2025
- Contributed to operational restructuring, workflow redesign and process standardization.
- Handled complex technical recruitment listings and operational exceptions, supporting job quality and platform consistency.
- Supported product experience and recruiter issue resolution through structured operational feedback.

Executive - Product Operations | May 2021 - 2023
- Reviewed technical job descriptions and recruiter-submitted listings for accuracy and adherence to platform guidelines.
- Managed job publishing, moderation and day-to-day platform operations.
- Provided recruiter support and resolved job posting and product-related queries.

Atlas Holidays & Events | Account Management Trainee | June - July 2019
- Coordinated B2B vendor quotations, pricing and client feedback.

SKILLS

Product Operations, Process Optimization, Operational Excellence, Workflow Redesign, Quality Assurance, Product Experience, Process Standardization, Platform Operations, Technical Job Moderation, Recruitment Platforms, Job Listing Quality, Recruiter Support, Issue Resolution, Generative AI, AI-assisted Development, API-backed Workflows, Browser Extensions, Web Development, Functional Testing, Cloudflare Pages, WordPress, Technical SEO, Microsoft Excel

INDEPENDENT PROJECTS

SmartText: A text expansion tool for repetitive digital workflows. https://smarttext.pages.dev
YTAmp Retro: An enhanced YouTube audio and player experience with a retro interface. https://ytamp-retro.pages.dev
AstroLaab: A content and calculator platform exploring interactive astrology tools. https://astrolaab.com

EDUCATION

M.Voc., Hospitality & Tourism Management | Banaras Hindu University | 2018-2020
B.Sc., Physics, Computer Science & Mathematics | Mahatma Gandhi Kashi Vidyapith | 2015-2018