

ANSHIKA SINGH

Contact No. : 9131895144

Email ID : anshikasingh99258@gmail.com

LinkedIn : <https://www.linkedin.com/in/anshika-singh-5221b1255>

CAREER OBJECTIVE

To be a part of a progressive organization where my knowledge & skills can contribute to the company's goals and achievements and aid to my personal and professional growth.

EDUCATION QUALIFICATION

Degree/ Certificate	Institute/ School	Board / University	Year of Passing	Result
MBA (HR & Marketing)	Institute of Professional Education and Research,(IPER) Bhopal, M.P.	Barkatullah University, Bhopal	2021-23	74%
B.Tech (CSE)	Sagar Institute Of Research & Technology, Bhopal, M.P.	R.G.P.V. , Bhopal	2017-21	8.57 CGPA
HSSCE (PCMB)	Kiddy's Corner Higher Secondary School, Gwalior, M.P.	C.B.S.E, New Delhi	2014-16	76.4%
SSC	Kendriya Vidyalaya Dhanpuri, Shahdol, M.P.	C.B.S.E New Delhi	2013-14	9.6 CGPA

SKILLS & PROFICIENCY

- Computer & IT : Basics of Microsoft Excel, word, Power Point
Programming in Python
Knowledge of HTML and CSS

EXPERIENCE & INTERSHIPS:

- Company** : **Net2Source Consulting Limited**
- Duration** : August 2023 - present
- Job roles Responsibilities** : Technical Recruiter.
 - Have to conduct end to end recruitment process cycle for the elite 500 clients across the US.
 - I work on Intel industrial, excel energy and TE connectivity job requirements usually relating technical job openings(Network Engineer, Web Developer, Systems Engineer) and Manufacturing technicians(MT), Manufacturing engineer positions for EST and PST time zones.

- Source and Screen candidates from Job Diva (ATS, Applicant Tracking System for staffing needs).
- On call interview, Payroll/Pay rate negotiation with candidate via zoom and outlook.
- Lock the candidate, provide RTR (Right to Represent document) and Submit candidate to client hiring manager for final round of interview.
- Cross check the related documents that are required for BGV (Background Verification/Check) and DT(Drug Test).
- Follow up with the candidate throughout the on boarding process till the start of candidate.

- **Company** : **Britannia Industries Limited**
- **Duration** : 2 Months (16 May 2022- 16 July 2022)
- **Job Roles & Responsibilities:** HR Intern
 - Sourced candidates for 2 allocated states for ASE position.
 - Conducted structured interviews of sourced candidates.
 - Assigned psychometric tests and updated daily information on Excel tracker.
 - Had to provide test cleared candidates from the assigned regions in order to fill the openings.

➤ **ONLINE CERTIFICATIONS**

1. Name : Digital Media and Marketing Strategies (2022)
Source/Agency : Coursera
2. Name : Human Resource Management Concepts (2022)
Source/Agency : Cursa
3. Name : knockdown the lockdown course on soft skills (2020)
Source/Agency : TCS ion

ACADEMIC PROJECTS

GRADUATION:

- Title : Maternal Health Care website
- Objective : To provide information regarding pre, post and during pregnancy time.
- Role : Information gathering, PPT formation and Representation, Front-End style sheets development for the prototype.

EXTRA CURRICULAR ACTIVITIES

NCC:

- B and C certificate (Naval wing from 1M.P. Naval Unit Bhopal) (2018-2021)

GRADUATION:

- Participated Inter College Chess Competition.
- Participated in clay modeling.
- Participated in wall painting.

HOBBIES & INTERESTS

- Yoga enthusiast.
- Miniature Painting and wall arts.
- Cooking.

PERSONAL DETAILS

- **Father's Name** : Narendra Singh

- **Mother's Name** : Abha Singh
- **Gender** : Female
- **Date of Birth** : 06-06-1997
- **Marital Status** : Unmarried
- **Nationality** : Indian
- **Language Known** : English and Hindi
- **Permanent Address** : SB69, Sanjay Nagar Colony, Anuppur, 484114, M.P.

DECLARATION

I hereby declare that the above Information is true to the best of my knowledge.

Place: Bhopal

Date:

(Anshika Singh)