

Swetha Singh

✉ shwetasinghriya@gmail.com

📍 Bangalore, India

☎ 9108228178

in www.linkedin.com/in/swetha-singh-

Profile

A self-reliant engineering student majoring in Cyber Security. Seeking to secure a full-time job or an internship position at a respectable organization to which I can contribute my skills and develop hands-on professional experience.

Education

Bachelor of Technology in Computer Science, Presidency University
Computer Science Engineering - Cyber Security

2020 – 2024
Bangalore, India

Senior Secondary Education, Presidency School
PCMC- Physics, Chemistry, Mathematics, Computer science

2018 – 2020
Bangalore, India

Professional Experience

Operations and digital engagement manager, Vikasana Inc.

2023 Jun
Bangalore

- Launch of an Electric Vehicle for gated communities and tech parks
- Promotion of product to connect with potential customers using the internet and other forms of digital communication
- Acquiring new customers and increasing customer retention across email, social media tools and platforms

Chief Administrative Officer, CollabNation

2022 – 2023
Bangalore

- In-charge of intern/employee recruitment
- Managing the company's paperwork as well as creating goals, policies, and procedures for the company to help it operate more efficiently and compliantly
- Prepare, compile, organize and maintain an assortment of records, reports, and information
- Secured contracts with 60+ digital influencers over a span of 1 week
- Overseeing divisions in charge of budget tracking, employee compliance, and human resources

Skills

- Advanced written and verbal communication skills
- Strong leadership and management skills
- Good interpersonal and decision-making skills
- Ability to solve problems swiftly
- MySQL
- Python
- C
- C++

Projects

Hospital Finder, Software - Mobile App Development

Search for nearby hospitals on the basis of medical treatment, specialist doctors, blood supply, availability of medicine and medical facility

Crypto currency predictor, Website

Employ and analyze various machine learning models for daily cryptocurrency market prediction

Languages

- English
- Kannada
- Hindi
- Mandarin