

Vinita Singh
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Experienced HR professional with an MBA in HR, skilled in leveraging strategic HR advice, implementing best practices, and driving organizational transformation. Passionate about directly impacting business outcomes by aligning HR strategies with organizational goals. Seeking to utilize expertise and contribute to the success of a dynamic company.

Academic Qualification:

Universal AI University, Mumbai, India **Pursuing**
Post Graduation Diploma in Management- Human Resource

University of Lucknow, Lucknow **Jun2022**
(Bachelor of Commerce)-68.8%

XII (Raj English School, Varanasi) **June 2019**
Higher Secondary Education- 64.4%

X (Jai Public School, Varanasi) **June 2017**
Senior Secondary Education-81.7%

Work Experience:

APAR Industries Limited, Mumbai (Onsite) **March 2024- June 2024**
HR &Admin Intern (L & D)

- Conducted comprehensive training needs assessments and analyzed performance gaps in training solutions.
- Collaborate with subject matter experts and stakeholders to develop engaging and effective learning materials, including e-learning modules, workshops, and seminars.
- Oversee the implementation and management of HRMS software to streamline HR processes and improve by 30%.

Domgys India Pvt Ltd, Noida (Remote) **Dec 2023 – Jan 2023**
Hr Intern (Talent Acquisition)

- Conducted resume screening and shortlisted candidates based on predefined criteria.
- Utilized LinkedIn and other professional networks to identify potential candidates for open positions.
- Updated the applicant tracking system with the latest candidate information and interview outcomes.

Work Experience:

RK Management Consultant, Illinois, USA **March 2022 – Feb 2023**
Associate Recruiter

- Collaborated with the HR team to source, screen, and interview candidates for various positions.
- Utilized LinkedIn, job boards, and networking events to identify and engage potential candidates.
- Implemented an ATS, improving recruitment efficiency and candidate experience.
- Enhanced employer branding efforts, resulting in a 25% increase in candidate applications.
- Led full-cycle recruitment for non-technical roles, filling 50+ positions annually.

HR, Badlav Seva Samiti (NGO) **May 2021- June 2021**
Hr Intern (Talent Acquisition)

- As an HR intern, I assisted with various tasks, including recruitment, onboarding, employee engagement initiatives, and HR data analysis.
- Have hands-on experience in a fast-paced corporate environment and contribute to the company's talent management strategies.

Skills and Certifications:

- Excel for Beginners
- The Entrepreneurial Mindset

- Learning and Development Strategy
- Training Needs Assessment
- Talent Management
- Employee Engagement
- HRMS Implementation and Management
- Applicant tracking system (ATS)

Extra-Curricular Activity:

- Awarded 2nd prize in the school exhibition.
- Gold medalist in running, Carrom, Throw ball, Box Cricket, Tug of War, HIIT
- Silver and Bronze Medal in Relay Race, Carrom, Kabaddi, Basketball, and Badminton.

