

SIMMI SINGH

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CAREER OBJECTIVE:

To Maintain and Enhance Human Resources productively, developing strong manpower, identifying talent by channelizing my knowledge and skills to ensure further professional and personal growth and to work towards the success of the organization.

EXPERIENCE:

Human Resource Consultant Recruiter, 01 October 2020 to Present

FUTURE VENTURES, S-6 Balaji Complex, Dharampura Chaudhry Mor, Ghaziabad

- Primarily responsible for handling Job Portals.
- Handling team of Tele-callers and Back office staff.
- Screening of suitable and relatable candidate according to the desired profile.

Human Resource Recruiter, 01 August 2018 to 10 December 2018

OMAC AUTOMATION, E-20, Sector-8 Udyog Marg, Noida

- Primarily responsible for the recruitment in different Training programs.
- Mining new job openings for trained professionals as well as fresher candidates.
- Handle the recruitment process of the candidates.
- Prepare the candidates for the interview.

Quality Control Engineer, 05 July 2017 to 31 July 2018

ISANI RENEWABLE TECHNOLOGIES (SUNLAST), Noida Sector - 65

- Provided engineering support to the Quality Control Department.
- Inspected approximately 100 products per day according to approved standards.
- Prepared products for the testing on different parameters.
- Maintained Quality records and documentation.
- Scheduled testing activities on coordination with the production and planning departments

SKILLS:

- Resume Mining
- Handling portals
- Team leader
- Statistical analysis
- Production and planning coordination
- Multitasking
- Quality control monitoring
- Material flow improvement

EDUCATIONAL QUALIFICATIONS:

Year of Passing	Qualifications	University/School
2010	High School	Maharaja Agrasen Public School (C.B.S.E)
2012	Intermediate	Maharaja Agrasen Public School (C.B.S.E)
2017	B.Tech (ECE)	Dr. A.P.J. Abdul Kalam Technical University
2020	MBA (Marketing and H.R.)	Dr. A.P.J. Abdul Kalam Technical University

SUMMER INTERNSHIPS AND PROJECT:

- Summer Training at Central Electronics Limited (Sahibabad, U.P.).
- B.Tech Final year project was on "Automatic Doorbell with Object Detection".
- MBA Final Year Project was on "Consumer Buying Behavior Toward Vishal Mega Mart Outlets"

ACADEMIC ACHIEVEMENT AND SEMINARS:

- 45 Days Course in CCNA (Networking).
- Attended Workshop on cyber security and its challenges.
- Attended Workshop on the behalf of TGOI on Human Recourse Management.

STRENGTHS:

- Listening skills
- Multitasking
- Team player
- Relationship Building
- Adaptability
- Motivational

EXTRA CURRICULAR ACTIVITIES:

- Participated in athletics.
- Worked as Coordinator in Cultural Fest 2014, 2015 and 2019 organized in College.

AREA OF INTEREST:

- Painting
- Craft work

PERSONAL PROFILE:

Date of Birth	26th July 1994
Father's Name	Mr. Mahaveer Singh
Gender	Female
Marital Status	Unmarried
Nationality	Indian
Language	Hindi & English

DECLARATION:

I hereby declare that the above given information are true and to the best of my knowledge.

Name: Simmi Singh

Signature:

Date.....