



# RUCHI SINGH

HR MANAGER

## ABOUT ME

Good team player with excellent relationship management skills and strong analytical, leadership, decision-making and problem-solving capabilities. Looking to add value to the organization and improve my skills.

## SKILLS

Payroll administration , ADP cornerstone , Paycor , LinkedIn , Communication , Client Relations , Customer Support , Customer Satisfaction , Customer Service , Documentation , Employee Management , Employee Relations , Email Clients , Payroll Administration , Presentation Skills

## CONTACT

ruchi.chouhan42@gmail.com

9534977707

PATNA

## LANGUAGES

English

Hindi

## WORK EXPERIENCE

### Data Entry Operator

Asharam Foundation, ( May 2011 – Jun 2013 )

Muzaffarpur Bihar

Analyzed data to help with different projects across the organization  
Prepared all the Data of Organizations in Computer.

### V2 Assistant

Oppo Mobile Communications Pvt. Ltd., ( Jan 2016 – Sep 2017 )

Muzaffarpur Bihar

Prepared all the Sales Data in the application.  
Send monthly reports to the regional office on a given timeline.  
Given training about sales data to new employees of sales.

### Head Customer Relationship Manager

Rudra Toyota Pvt.ltd., ( Oct 2017 – Aug 2020 )

Muzaffarpur Bihar

Solved all Customer Complain.  
Manage teamwork and given training on how to communicate the customer's.  
Prepraped all monthly reports and send to the company in timeline.

### HR Manager

Goberdhan Kiamotors Pvt. Ltd., ( Sep 2020 – Jul 2022 )

Muzaffarpur Bihar

Enter Details About Your Work Responsibilities Here

### HR Manager

Binary Tata Motors Pvt. Ltd., ( Aug 2022 – Mar 2023 )

Patna Bihar

Hiring new requirements according to company Needs.  
Onboarding Management.  
Manage all the Employee's Details.  
Prepared employee records.  
Prepared employees' salaries.  
Maintain Disciplinary action.  
Given training to new employees.  
Exit Interviews of employees.

## EDUCATION

### Vinayaka Missions Sikkim University

MBA in HR , ( Jan 2015 – Jan 2017 )

Gangtok

### Baba Saheb Bhim Rao Ambedkar Bihar University

Bachelor of Arts , ( Jun 2007 – Oct 2010 )

Muzaffarpur Bihar

Baba Saheb Bhim Rao Ambedkar Bihar University  
Bachelor of Education , ( May 2014 – Dec 2015 )  
Hajipur

## PROJECTS

Project Title

Enter Details About Your Project Here

## CERTIFICATION

**Attending Psychological Counselling In Health Settings**

Medicines Sans Frontiers Darbhanga

**Attended Effective Behaviour Change Communications Strategies  
in Public Health**

Medicines Sans Frontiers Darbhanga

**Advanced Diploma in Computer Applications**

Ciat Computers Muzaffarpur Bihar

**Attended 3 Days Boot Camp from Strategic Startup and Digital first  
HR(Work Remotely)**

Skill Arbitrage

**Human Resource Skills Workshop**

Tareeqa Global Solutions Pvt.Ltd.

**Certificate of HR Professional**

Tareeqa Global Solutions Pvt.Ltd.

**HR Generalist and Payroll Training Course**

Tareeqa Global Solutions Pvt.Ltd.

**MS Excel Advanced Training**

Tareeqa Global Solutions Pvt.Ltd.

**Talent Acquisition Training Course**

Tareeqa Global Solutions Pvt.Ltd.

**HR Analytics Training Course**

Tareeqa Global Solutions Pvt.Ltd.

**HR Recruiter Training Course**

Tareeqa Global Solutions Pvt.Ltd.

**AWS Training and Certification(AWS Discovery Day)**

EduBridge

**Internship in HR HEAD**

Dakshit Dolphin Designers pvt.ltd.

## ACHIEVEMENTS

Best CCM in Kiamotors of India month of Sept 2020

## HOBBIES

Travelling , Reading

