



POORNIMA SINGH

Objective

Seeking for a position where the knowledge I have gained can be utilized for the development of the environment which encourages me to succeed and grow professionally

INTERNSHIP

KLICK THE OFFER

oct - jan2023

- Worked on Resdex
- Worked on RMS
- Worked on LinkedIn
- Competency mapping, Employee relations, Legal process, Staffing, Compensation and payrolling, HRBP

CONTINENTAL HR SERVICES

Aug - sep2022

- Talent acquisition
- Talent analyst
- Recruitment and selection
- Data hunting
- Internal hiring
- Job portal management
- Managed interviews



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313 defence Colony izzat nagar
(Bareilly)

PROFESSIONAL QUALIFICATION

MASTER OF BUSINESS ADMINISTRATIVE

Specialization with Human resource
and Marketing
Khandelwal College of Management
Science and Technology
A.P.J Abdul kalam Technical
University
2021- 2023

BACHELOR OF COMMERCE

Bareilly college
MJPRU
2018-2021

SKILLS

- Problem solving
- Leadership skills
- Presentation skills
- Team management
- Pressure handling
- Interpersonal skills
- Team handling

COMPETENCIES

- Ambitious and committed to excellence
- Optimistic
- Flexibility and adaptability
- Work with diverse people
- Committed to deadlines and schedules
- Sincerity and integrity

INTEREST

Photography
Dancing
Travelling

PERSONAL DETAILS

Date of birth -
18/may/2001
Gender - Female
Nationality - Indian
Marital status -
Unmarried
UID no. - 850144786312
Religion - Hindu
Language known - Hindi,
English

COMPUTER SKILLS

- Ms Word
 - Ms PowerPoint
 - Advance Excel
 - Vlookup, Hlookup, Pivot
table & report, Sorting &
filtering data
 - Data validation & conditional
formatting
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Declaration

I here by declare that all the information given above is
true and correct to the best of my knowledge.

Poornima Singh