



# Chhaya Singh

6 year experience in Human Resources & Welfare officer.  
Pursuing Professional Certificate Program in HR Management & Analytics  
from IIMKozhikode. collaboration with upGrad

## GET IN CONTACT

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## PERSONAL DETAILS

- Current Location Noida
- Date of Birth Jul 22, 1989
- Gender Female
- Marital Status Single / Unmarried

## SKILLS

- Welfare Officer Personnel
- ManagementIndustrial
- Relations Grievance
- Handling Employee
- Welfare Recruitment
- Induction Training HR
- Administration
- Labour Welfare
- Industrial Welfare
- Employee Relations
- Training & Development

## TECHNICAL SKILLS

- MS Office Excel
- MS OFFICE

## LANGUAGES KNOWN

- English
- Hindi

## COURSES & CERTIFICATIONS

- Medal Certificate
- HR Management & Analytics

## SOCIAL LINKS

- <http://www.linkedin.com/in/chhayasingh26>

## PROFILE

Qualified Post Graduation in I.R.P.M. (Industrial Relation and Personnel Management) from Mahatma Gandhi Kashi Vidyapith University, Varanasi accented with the latest trends and techniques of the field, having an inborn quantitative aptitude & determined to carve a successful and satisfying career in the industry. Well versed with the concepts of Recruitment & Selection, Training & Development.

An effective communicator with exceptional interpersonal skills and hands on exposure in coordinating with the eligible candidates.

Self motivated, hard working and goal-oriented with a high degree of flexibility, creativity, resourcefulness, commitment and optimism.

## WORK EXPERIENCE

Feb 2016 to Jul 2021

**Human Resource and Welfare Officer at Orient Craft Ltd Responsibility**

Work with Orient Craft Ltd:- As a Human resources & Welfare officer

- ❖ All Committee, Manage Program of Worker, welfare activities and also handle employee grievances & relations, Recruitment, Induction of Employee, Training & development, Company Compliances.

## EDUCATION HISTORY

- ❖ Completing Professional Certificate Program in HR Management & Analytics from IIM Kozhikode, collaboration with upGrad in 2023 February.

### Post Graduation

Course	MBA/PGDM (HR/Industrial Relations)
College	MGKVP University Varanasi
Year of Passing	2013
Grade	64%

### Graduation

Course	B.Sc( Biology )
College	MGKVP UNIVERSITY VARANASI
Year of Passing	2010

### Class XII

Board	Uttar Pradesh
Medium	Hindi
Year of Passing	2006
Grade	55-59.9%

### Class X

Board	Uttar Pradesh
Medium	Hindi
Year of Passing	2004
Grade	65-69.9%

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## **INTERNSHIPS**

**NCL Mini Ratna Company CENTRAL WORKSHOP, Jayant,  
Distt. Singrauli M.P, 6 Weeks**

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## **PROJECTS**

**Personnel and Administration Training, 1 month 15 Days**

**Company NCL {Mini Ratna Company} CENTRAL  
WORKSHOP, Jayant, Distt. Singrauli {M.P.} Duration –**

From 01.06.2013 to 15.07.2013 Products  
- Repairing - Heavy earth-moving Machinery

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## **OTHER INTERESTS**

Watching News,  
Reading Book  
NewsPaper,  
Surfing Internet,  
Listening to  
Music.

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## **EXTRA-CURRICULAR ACTIVITY**

**Personality Development Education by Sanjeev Datta**

Personality development skills Personality education certificate is  
indicate of fulfilling requisite skills & course standards.

**Chhaya Singh**