

SWATI SINGH

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Objective:

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self development and help me achieve personal as well as organization goals.

Work Experience:

▪ Improv management solutions Pvt. Ltd. – Hyderabad, Telangana

Role	HR Executive Duration: September 2013 to March 2016
Responsibilities	<ul style="list-style-type: none">▪ Reviewing resumes and applications.▪ Conducting first round of telephonic interview for the candidates to schedule interview.▪ Conducting recruitment interviews and providing the necessary inputs during hiring process.▪ Working with recruitment agencies to source for candidates for specific job positions.▪ Communicating and explaining the organization's HR policies to the employees.▪ Preparing and submitting all relevant HR letters/ documents/ certificates as per the requirement of employees in consultation with the management.▪ Recording, maintaining, monitoring attendance to ensure employee punctuality.▪ Conducting employee orientation and facilitating newcomers joining formalities.▪ Preparing letters such as offer and confirmation.

Education

EXAM	BOARD/UNIVERSITY/INSTITUTE	MONTH/YEAR	GRADE
DIPLOMA IN INDUSTRIAL RELATIONS AND LABOR LAWS	SYMBIOSIS CENTRE FOR DISTANCE LEARNING, PUNE	PERSUING	-----
P.G.D.M (H.R)	SCHOOL OF MANAGEMENT SCIENCES, VARANASI	2013	FIRST CLASS
B.Sc	BUNDELKHAND UNIVERSITY	2010	FIRST CLASS
H.S.C.	U.P BOARD	2005	SECOND CLASS
S.S.C.	U.P BOARD	2003	SECOND CLASS

Academic Project

Company: - Hindustan Aeronautics Limited, Hyderabad

Project Name: - “A Study on Performance Appraisal System of Officers at HAL, Hyderabad.”

Project Duration: - 10/05/2012 to 30/06/2012

Description: - It was undertaken by me to study and examine the significance of existing appraisal system and promotion policy in HAL, and also to reveal various drawbacks in the appraisal system, if any.

Seminars, workshops and training programs attended

- Attended a Personality Development Workshop by **ABBSCISSA H.R Consultancy**.
- Attended an international conference on “**Spiritual Paradigm for Surmounting Global crisis**”.

Technical details

- MS EXCEL
- MS WORD
- MS POWERPOINT

Personal Details and Hobbies:

DATE OF BIRTH :	10 TH JULY, 1987
GENDER :	FEMALE
LANGUAGES KNOWN :	HINDI, ENGLISH
NATIONALITY :	INDIAN
HOBBIES :	LISTENING TO MUSIC, READING BOOKS AND TRAVELLING
PASSPORT No.:	N5498713

DECLARATION:

I hereby declare that all above mentioned details are true to the best of my knowledge and belief.

(SWATI SINGH)