

HIRESH SINGH

116, Vijay Nagar, Ghaziabad.

hiresh.sameer@gmail.com

Phone: +91 –7310603093

Being a committed **team player**, want to be a part of renowned organization, contribute towards the growth of organization, based on my expertise and to my further personal capabilities by learning from the new exposure within the structured frame work of a organization.

EXPERTISE SUMMARY:

- To be as an asset to the organization I serve,
- Expertise in HRD / Administration.
- A quick learner with “**can do**” attitude.

KEY SKILLS & MANAGEMENT:

- Professional management skills,
 - Meeting objectives
 - Identifying problems
 - Promoting solutions
 - Managing changes
 - Motivating & developing staff
- Well develop & effective communication skills
- Thrive in Deadline-driven environments
- Excellent team building skills.

PROFESSIONAL EXPERIENCE:

Perfects Products Pvt. Ltd.

12th Sep 18.- 10th Feb 19.

Company Profile:

A manufacturing unit since 1994, manufacturer of Industrial Locks & Gate Handles- Mortice Lock etc. Another Division is HVAC Industry – trading of Evaporative Coolers.

Executive (Admin & Recruitment):

- Experienced as in recruiting, screening, interviewing and placing workers/supervisor etc.
- Recruit engineers for RF planning and optimization profile.
- Salary negotiation & Offer discussion with selected candidates.
- Prepare Word, Excel and PowerPoint documents.
- Coordinate candidate interviews (P.I, Telephonic).
- One to one meeting of employee with Supervisor, Department Head.
- Daily Con-Call for safety hazardous issues with employee & workers.
- Arranging Training and Development Sessions.
- Making meeting and travel arrangements.
- Birthday & Anniversary celebrations.

Executive (Recruitment & Staffing):

- Recruit and Hire candidate for third party or for client.
- Search suitable candidate as per client requirement.
- Search candidates via; social website and job portals.
- Getting vacancies from employers
- Screening and short-listing candidates for employer interview
- Maintain relationship with clients
- Meeting targets for vacancies filled or people placed.

PROFESSIONAL QUALIFICATION'S:

- M.B.A (H.R & Marketing) from A.K.T.U Luck now, 2016-18.

PROJECT:

- Completed summer internship programmer from 15th june to 31st july17, at SBI Mutual Fund Ltd. As Sales Executive.

TRAINING:

Organization: SBI Mutual Fund Ltd.

Position: Trainee (Sales Executive)

Tenure: 15th june to 31st july17

Reporting To: Head (SBI Mutual Fund)

Project Title: Project on “Comparative analysis of mutual funds with reference to SBI Mutual Fund”.

EDUCATIONAL & PROFESSIONAL CREDENTIALS:

- Post-Graduation (Eng. Honors) from Dr. Ambedkar University Agra, 2014.
- Graduation (Eng. Honors) from Dr. B.R Ambedkar University Agra, 2012.
- Intermediate (PCM) standard form C.B.S.E, 2007.
- Matriculation standard from C.B.S.E, 2005.

COMPUTER LITERACY:

- Expert in Microsoft Office.
- Experienced of **Advance excels** from **Aptech Institute** and publishes many others.
- Experienced troubleshooting and resolving software issues.
- Quick to master new hardware and applications.
- **CCC** diploma Certificate course from DOEACC.
- MIS Consolidation, Report generation, Good Command over Mails Accessing & Revert etc.

ACHIVEMENTS:

- Shortlisted in "Youth Parliament" Contest 2017 organized by DainikJagarn.
- Won 02nd Prize In Business Quiz 2017.
- Won 04th Prize In Business Quiz 2016.
- Won 3rd Prize In Business Tycoon Contest 2016.
- Won 1st Prize In Group Discussion, Conducted by Amar ujala.(Aligarh),2016

PERSONAL VITAE:

Date of Birth : 09th Dec 1989

Sex : Male

Nationality : Indian

Marital Status: Unmarried

Language : Hindi & English

Permanent Address: H.no. - 166, Shiv Nagar colony, Melrose Bye pass, Aligarh-202001

Place: - GHAZIABAD

Signature: