

SWETA SINGH

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Current address: Pune, Maharashtra, India

Dynamic and detail-oriented MBA student specializing in Human Resources at Dr. Vishwanath Karad's MIT World Peace University, Pune. Passionate about leveraging HR and data analytics to uncover insights that drive smarter decision-making and enhance team management. Skilled in talent acquisition, communication, and identifying patterns that optimize workplace productivity and employee satisfaction. A collaborative problem-solver with a keen interest in integrating data-driven strategies with a human-centered approach to foster growth and innovation.

Education

Master of Business Administration (2024-present)

- Master's in human resource management from MIT-World Peace University

Bachelor of Business Administration (2021 - 2024)

- Galgotias University, Greater Noida, Uttar Pradesh
- CGPA- 8.12

Experience

ReaderClub, New Delhi

HR INTERN (Jul 2023 -Aug 2023)

- Designed and executed effective strategies for candidate sourcing and recruitment.
- Reviewed resumes to identify qualified candidates for further evaluation.
- Supported new hire integration through comprehensive orientation and onboarding activities.

Skills

- | | |
|---|-------------------------------------|
| • Human Resources Analytics | • Leadership and team collaboration |
| • Data Analytics | • Candidate sourcing and screening |
| • Microsoft office Suite (especially Excel) | • Onboarding and orientation |
| • Communication skills | |

Certifications

- | | |
|-----------------------------|---------------------|
| • Data Analytics | • Microsoft Excel |
| • Human Resources Analytics | • Digital Marketing |

