

# SUNITA SINGH



## Contact Me

**Mobile**  
9770135179

**E-mail**  
ssinghrajpt679@gmail.com

**Address**  
Korba, Chhattisgarh  
Chattisgarh, India

**Birth Date**  
Date: 05/05/1997

## Languages

English & Hindi

## Skills

Communication skills,  
Networking and relationship  
building. Willingness to learn  
new things, Positive attitude,  
Paraphrasing, Patience,  
Paraphrasing

## Interest

Education

## Summary

HR Recruiter

## Education

- Bilaspur University**  
Bachelor of Arts

/2016 - 2019
- Bilaspur University, Korba Chhattisgarh**  
MA English Literature

2019 - 2021
- Bilaspur University, Korba Chhattisgarh**  
MA Economics

2021 - 2023

## Experience

- GigHub**  
IT Recruiter

07.06.23 - 10.11.23

HR Recruiter responsibilities include sourcing candidates online, updating job ads and conducting background checks. An HR recruiter is responsible for identifying, screening, and interviewing candidates for open positions.
- B-Skill India**  
Non IT HR Recruiter

10/04/22 - 31/03/23
- Nxtwave**  
SEA , BDA ( Internship)

10.09.23 - 17.11.23

Business development associates help companies seeking to boost their growth and sales by conducting market research, developing business strategies, building client relationships, and identifying new business opportunities.