

UTSAV KUMAR SINGH

Data-Driven Decision-Maker | Strategic Thinker

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Summary

Seeking an entry-level position in the HR Department of a reputable organization as an Innovative HR Enthusiast. Eager to leverage my skills in HR and Business Analytics to contribute creative solutions and drive the growth of the organization.

Skills

Leadership • Analytical • Adaptability • Payroll • Talent Acquisition • MS Excel • Human Resource Management (HRM) • Power BI • Strategic Planning •

Position of Responsibilities

President
Rotaract Club of Lucknow

Teacher - English | Mathematics
SAVERA Volunteer

Hostel Representative
Council - HR

Internships

Tesla Power USA

HR Intern

- Managed and updated employee database, ensuring accurate and current records.
- Conducted cold-calling and pre-screening activities to identify qualified candidates.
- Managed daily HR administrative tasks.
- Crafted performance appraisal, increment letters.

Gurugram, India

04/2023 - 06/2023

Vilasaa Industries

Trainee Intern HR

- Sourced 150+ qualified candidates for various roles, including ASM and FDM positions.
- Conducted 600+ thorough screenings to assess suitability.
- Collaborated on impactful sourcing strategies with the recruiting team.

Indore, India(WFH)

09/2023 - 11/2023

Education

BML Munjal University

MBA: Human Resource, Business Analytics | GPA 6.4/10

07/2022 - Present

University of Lucknow

B.com | 54%

07/2017 - 09/2020

Kendriya Vidyalaya Sangathan

XII - Comm. I | C.B.S.E. Board | 77%

04/2016 - 06/2017

Courses & Certificates

Introduction To Organizational Behaviour

Finding, Sorting, & Filtering Data in Microsoft Excel

Big Data Analytics

Workshops

Workshop on HR Analytics and Decision
Science (2022)

National Seminar on Organizational
Culture and Effectiveness (2021)

Projects

Payroll Process Optimization

Led a project to understand and implement new HR policies, focusing on effective payroll management for employees

HR Data Insights

I created 'HR Data Insights,' a dedicated portfolio website. This platform serves as a showcase of my expertise and experience in HR data analysis, metrics, and people analytics

Interests & Hobbies

Volunteering

Travelling

Cooking

Sports

Music

Yoga