



## ARPITA SINHA

@ sinhaarpi8@gmail.com

7903660435

Vastu vihar society, Sector-02 House n  
o- 3, Hardag, 835221  
Ranchi, Jharkhand

### Skills

Creative person  
Fast learner  
Team player  
Flexible personality

### Interests

Photography  
Creative Artist  
Dancing  
Exploring new things

### Language

Hindi  
English

### Objective

To work with an organisation that offers a continuous learning environment, where I can utilize my skills and strengthen my abilities as a professional and helps in growth of the organisation.

### Experience

- Cloud Koder** 01-08-2020 - 30-07-2021  
HR Executive  
- Assisted in recruitment and selection process  
- Dealing and coordinated with clients  
- Provided effective sourcing, screening and interviewing techniques  
- Developed fair HR policies and ensured employees understand and comply with them properly.
- Bractburd Food and Beverage Pvt. Ltd.** 15-11-2020 - 15-12-2020  
Management Intern  
The internship was mainly focused on managing the team and the groups of various departments regarding their issues and queries.
- WynSwell** 08-10-202 - 15-11-2020  
HR Intern  
The internship was mainly included the training and focus primarily on learning and developing concepts and works related to employees offer letter preparing, employees handling and related works.

### Education

- Y.S.K.V school Ranchi** 2013  
10th  
81 %
- Ursuline Inter college, Ranchi** 2013-2015  
12th  
63%
- Ranchi University** 2015-2018  
BBA  
71.5%
- Uttarakhand technical University** 2018-2020  
MBA  
67.9%

### Projects

## **Industrial Relations**

Name of the Company- CENTRAL COALFIELDS LIMITED

Time Duration- 45 days

Topic- Industrial Relations

Learning Objective-

Employees Interpersonal Relations

Industrial Policies

Management Employees Relationship

## **Public Relation**

Name of the Company- SPARROW INFOTECH PVT. LTD.

Time Duration – 30 days

Topic – Public Relation

Learning Objectives –

Dealing with customer satisfaction.

Understanding customer emotions.

Maintaining inter-personal relationship with company and its customers.

## **🏆 Achievements & Awards**

- - Secured 5th position in 10th with 81%. - Volunteered at Momentum Jharkhand Global Investors Summit. - Coordinated pool campus placement drive at Tula's Institute and was appreciated for hard work and best coordination.
- - Got 1st prize in dancing at our inter college fest SANSKRITI at Tula's Dehradun. - Got 2nd position at State level dancing competition in JHARKHAND by TALASH Group Mumbai. - Got many awards for Fine Art at school college and state level. - I was among the 5 stars in dancers at intermediate level. - I was the cultural head of my college.

## **🎨 Activities**

- Social media handling
- Content writing