

# ARANTIA SINGH

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DEHRADUN

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- TO GAIN EXPERIENCE IN THE FIELD OF HUMAN RESOURCE AND ALSO UTILISE MY SKILLS, IN ORDER TO INCREASE PRODUCTIVITY OF ORGANISATION AND INDIVIDUAL GROWTH.
- TO BE A SUCCESSFUL MASS COMMUNICATIONS PERSON IN AN ORGANISATION WHICH PROVIDES ME OPPORTUNITIES TO REALISE MY POTENTIAL TO THE FULLEST AND ALSO HELPS IN MEETING MISSION AND VISION OF THE ORGANISATION.
- TO ACHIEVE GREATER HEIGHTS IN LIFE. NOT ONLY BE A GOOD MARKETER AND COMMUNICATOR BUT ALSO WANT TO SERVE THE SOCIETY.
- SEEKING A POSITION IN AN INSTITUTION THAT OFFERS ME AN OPPORTUNITY TO DEAL WITH HUMAN RESOURCE AND TO APPLY MY KNOWLEDGE SKILL TO SERVE THE ORGANISATION BEST.

## WORK EXPERIENCE

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### Internship

**MARUTI SUZUKI, HALDWANI**

**05/2017 - 07/2017**

#### Achievements/Tasks

- Training and Development
- Appraisals and Performance Management
- Conflict Resolution
- Employee Relation
- Recruitment and Staffing

## EDUCATION

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- **MBA(HR)**  
SYMBIOSIS CENTRE FOR DISTANCE LEARNING INSTITUTE, PUNE  
(2019-2021)
- **BACHELORS OF COMMERCE(HONS.)**  
GRAPHIC ERA HILL UNIVERSITY, BHIMTAL  
(2015-2018)
- **INTERMEDIATE**  
ST. MARY'S CONVENT, NAINITAL  
2015
- **MATRICULATE**  
ST. MARY'S CONVENT, NAINITAL  
2013

## PROFESSIONAL ENHANCEMENTS

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### Courses / Workshops / Seminars

- Time Management
- Edx Online Courses

### Awards/Certificates

- LTS(Leadership Training Service)
- Nukkad Natak

## EXTRA-CURRICULAR

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- Inter-College Debate Competition
- Inter-College Drama Competition
- Inter-School Dance Competition

## COMPUTER KNOWLEDGE

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- Strong Microsoft Office skills, including Excel and PowerPoint
- Typing Speed is 30-40 words per min
- Innovative approach to complex work
- Good communicator in both written and verbal formats
- Solution-oriented problem-solving
- Mail handling
- Travel arrangements
- Staff management

## SKILLS

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- Through Knowledge of Accounting
- Strong Analytical, Problem Solving & Organisational Ability.
- Written and Communication skills.
- Ability to deal with people
- Internet Savvy
- Ms Office
- Willing to Learn new things.

## LANGUAGE

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- |           |          |
|-----------|----------|
| • English | • German |
| • Hindi   |          |

## INTEREST

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- |   |                      |
|---|----------------------|
| • Volunteer work/Community Involvement. | • Writing            |
| • Painting                              | • Travelling         |
|   | • Listening to Music |

## DECLARATION

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I hereby declare that the information furnished above is true to the best of my knowledge. I do hereby declare that above particulars of information and facts stated are true, correct and complete to the best of my knowledge and belief.

**ARANTIA SINGH**

Date:

Place: