

# BINDU SINGH

**Address:** Guru Ramdas Nagar Sai vihar Colony,  
Sarsol police chowki, Aligarh (UP) 202001

**Mobile no.:** +91 - 7906050251

**Email :** bindusingh1122@gmail.com

---

## OBJECTIVE

---

To succeed in challenging environment of growth and excellence where I can utilize my knowledge, enhance my skills for self development and achieve organizational goals as well as personal goals.

---

## QUALIFICATION

---

### Professional qualification :-

Course Name	<u><b>MBA</b></u>	<u><b>BBA</b></u>
College	▪ Aligarh college of engineering and technology	▪ Aligarh college of engineering and technology
University	▪ Dr. A.P.J Abdul Kalam technical University	▪ Dr. BhimRao Ambedkar University
Starting year/ending year	▪ 2019 - 2021	▪ 2016 - 2019
Percentage	▪ 82%	▪ 74%

❖ **MBA** with dual specialization:

**HR as a major specialization & Finance as a minor specialization.**

### Academic qualification :-

X/XII	XII th	X th
School	• Radiant stars English school	▪ Radiant stars English school
Board	• CBSE Board	▪ CBSE Board
Year	• 2016	▪ 2014
Percentage	• 72%	▪ 83.06%

---

## SKILLS

---

- Communication skills (Hindi, English)
- Excellent Presentation skills
- Leadership abilities
- Team management
- Hard working & Confident
- Dedication towards work
- Ability to deal with people
- Willingness to learn

---

## CERTIFICATE

---

- CCC with Grade '**C**' from NIELIT
- Participate in 'Quizzomania-2019' organized by Aligarh college of engineering and technology.
- Participate in webinar of 'Digital marketing' by KVCH
- Participate in 'Business Quiz' organized by Bhavdiya institute of Business management
- Participate in webinar of 'Stock Market' conducted by Shine projects.

---

## VIRTUAL INTERNSHIP

---

- **Business development- sales**

Virtual Internship of 1month(17/08/2020 – 25/09/2020) '**Ifortis corporate**' which provides an opportunity to promote Event named as **AARAMBH** 'India's first & largest virtual Youth Festival' under guidance of 'Neenu shijo' mam, who help me to learn How to convince people for participating in an event, in that there are lots of events like singing, dancing, magic tricks, painting, slam poetry, comedy & many more. I had to persuade people to participate in any of events in just 99rs.

- **HR assistant Manager**

Virtual Internship of 2months (15/09/2020 to 15/11/2020) in '**Never Give up Coach pvt.ltd.**'. an EdTech platform which provide me an opportunity to work as an HR assistant Manager, under guidance of 'Navya sinha' & 'Ajay Jacob' sir, who help me to perform various tasks like Recruitment, Interview, selection, On-boarding, conducting & hosting meetings, recording daily status of work etc... It's a great experience for me, helpful in improving my skills, & I learnt so much in these 2 months.

---

## PERSONAL DETAILS

---

**Father's Name :-** Mr. Kushal Pal Singh

**Mother's Name :-** Mrs. Geeta devi

**Date of birth :-** 22/06/1999

**Gender :-** Female

**Status :-** Single

**Hobbies :-** Dancing, cooking

**Nationality :-** Indian

---

## DECLARATION

---

I hereby declare that above furnished particulars are true to the best of my knowledge and belief.

