

MEENAKSHI SINGH

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Working as a Office Administrator in a reputed firm.

BRIEF OVERVIEW

- ✍ **Msc. in microbiology** from Dolphin Institute of Bio-Medical and Natural sciences (H.N.B Garhwal University).
- ✍ B.sc from D.B.S pg college, H.N.B Garhwal University.
- ✍ Adaptable and a quick learner; possess skills to work under pressure and proactive.
- ✍ Been proactive and focused as a student and professional.
- ✍ Good analytical abilities.
- ✍ Acquired knowledge of new methods while undertaking projects.
- ✍ Ability to work as a team player.

ACADEMIA

- ✍ Msc in microbiology from H.N.B Garhwal University.
- ✍ B.Sc from H.N.B Garhwal University.
- ✍ 12th from C.B.S.E BOARD, M.V.M, Dehradun.
- ✍ 10th from C.B.S.E BOARD, M.V.M, Dehradun.



Working from- 5 March 2015- till now

Amaze Infotainment Pvt. Ltd

Designation- **HR/Office Administrator**

Narain manzir Building, 5th Floor

Barakhamba road, Connaught place, New Delhi

Roles And Responsibilities

- supervise and coordinate activities of staff
- interview job applicants
- conduct orientation programmes for new employees
- administer salaries and determine leave entitlements
- be involved in staff training and development, preparation of job descriptions, staff assessments and promotions
- prepare annual estimates of expenditure, maintain budgetary and inventory controls and make recommendations to management
- maintain management information systems (manual or computerised)
- review and answer correspondence
- maintain a safe and secure working environment
- ensure filing systems are maintained and current
- establish and monitor procedures for record keeping

- ensure security, integrity and confidentiality of data
- design and implement office policies and procedures
- co-ordinate schedules, appointments and bookings
- manage internal staff relations
- review and approve office supply acquisitions
- coach, mentor and discipline office staff
- Formulation of all HR Policies at different levels of organization pertaining to Code of Conduct, Office Etiquettes, Late arrival to office, Half Day Policy, Leave Policy, Company Holiday.

Experience as Sr. Counselor- 9 May 2014- 31st October 2014



Work Experience- 9 May- 31st October, 2014

Worked as- Sr.Counselor/Course counselor

Cadapult Technologies Pvt. Ltd.

D-42, 1st Floor Sector-59, Noida

Roles and Responsibilities:

- Keep track of enquiries from various modes like emails, telephone and direct enquiries during exhibition and maintaining the record of the same so that feedback can be taken.
 - Providing information about various course to the students and guiding them about the best course which will be suitable for them.
 - Maintaining the record of the students joining the course and also keeping a track of the fees to be paid by the students joining the course.
 - Updating the students about any kind of new happening and development in the courses so that the student is informed time to time about any kind of information relating to any new courses.
 - Understand the needs of the Customer through a counseling based approach.
 - Converting Enquiries into admission.
 - Conduct the Seminars at various college.
 - Manage and conduct the training programs for B.tech student.
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Experience as Sr. HR Executive - March 2014- 7 May 2014



Supertrust Homes Pvt. Ltd (Zeal Dream Homes Pvt.Ltd)

Authorized channel partner of "Supertech"

Designation: SR. HR executive

Roles and Responsibilities:

- Strategy making for Recruitment and Selection according to the vacancies communicated by management and different departments.
- Formulation of all HR Policies at different levels of organization pertaining to Code of Conduct, Office Etiquettes, Late arrival to office, Half Day Policy, Leave Policy, Company Holiday.
- Designing layout for interviews as in number of interview rounds, different rounds, test papers, and questionnaires.
- Preparing Job Descriptions at various levels.
- Conducting screening rounds and shortlisting aspiring and experienced candidates over phone, face to face.
- Conducting Induction and Orientation Program for new joiners.

- Taking up and handling all on boarding process.
- Evaluation of various job portals for posting jobs openings and thereafter proposing it to the management.
- Conducting events like game events before or after festivals for the employees.
- Employee Engagement program to make employees stress free according to the budget allocated by the management.
- Maintaining data for the candidates on hold, probation, and in pipeline.
- Conducting exit feedback, recording it and forwarding the same to the management and help them in taking remedial measures.
- Handling grievances at employee level whether it be related with salary discrepancy or otherwise.
- Acting as a bridge between the management and the employees and making sure win-win situation is achieved.

2. Experience in teaching (education sector)

School- Doon laurels Academy

Duration: April 2013 – March 2014



School- Jimp Pioneer

Duration: November 2012- March 2013



Project in Msc.



Company : Mepromax life sciences Pvt.Ltd. (training)

Duration : 4 months

Title : Microbial Analysis of Pharmaceutical products

ACHIEVEMENTS

- ☞ Certificates of Help age India.
- ☞ Have been the house captain
- ☞ Certificates of sports and cultural activities.

LEADERSHIP SKILLS

Senior House teacher in school.

Captain in School.

REFERENCES

Can be provided if required

PERSONAL DOSSIER

Date of Birth : 1st July,1990

Address : F-95, Preet Vihar. Near Jain Mandir

Language Proficiency : English and Hindi.

Hobbies : listening music, craftwork, net surfing, Dancing.

DECLARATION

I hereby state that all the above information is correct with best of my knowledge.

DATE:

PLACE:

(Meenakshi Singh)