

CHIRANJEEV SINGH



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SUMMARY

To serve the organisation by making optimum utilisation of my skills & knowledge in the field of HR & Marketing and grow with the organisation. Dedicated HR professional with Employee Relations and contract management knowledge. Demonstrates onboarding and training expertise. Experienced in Training & Development. Detail-focused personnel team worker experienced in maintaining records, assisting with new hire onboarding and answering questions. Versed in entitlements and compensation for industry professionals. Organised and proactive with skills in multitasking and time management.

EXPERIENCE

HR Intern

CHIRANJEEV | Odisha | March 2017 - May 2017

- I'd done my intern in the field of HR in Training and Development.
- There I learn how to manage existing employees as well as the new employees, how to train them and develop their skills and knowledge in the field of HR.
- After that I learnt how the trained employees are giving training to the new employees..
- Used outstanding time-management abilities to consistently complete work within assigned deadlines.
- Maintained accurate, well-organised company records.
- Offered assistance throughout recruitment processes.
- Communicated clearly and professionally with staff and customers.
- Checked candidate criteria against job posting benchmarks, categorising eligibility.

SKILLS

- CAD
- Solid Works
- MS-Office

EDUCATION

KIIT School of Management
MBA(HR&Marketing)
01/2017

- Board: KIIT
- GPA: 6.0

I.T.E.R.
B.TECH.(MECH.)
01/2014

- Board: SOA
- GPA: 5.9

Dalmia College
Std.XII
01/2009

- Percentage: 54%
- Board: CHSE

Dalmia Vidya Mandir
Std.X
01/2007

- Manipulated data for HR presentations using advanced abilities in Google Sheets and Excel.
- Reviewed HR documentation and handbooks regularly and completed timely updates.
- Compiled vacancy, holiday accrual and new staff information for well-maintained records.
- Helped HR team build and maintain company contemporary company culture focused on recruiting and supporting top talent.
- Kept candidate records updated with current details from posting enquiries.
- Built and maintained productive relationships with staff and stakeholders for improved department communications.
- Worked well under pressure to deliver positive, professional HR support.

ACCOMPLISHMENTS

Participated in Maths Olympiad exam.

CUSTOM SECTION

30

PERSONAL INFORMATION

Gender: Male

PROJECTS

B.TECH PROJECT, Done a major project on "Water purification by using solar power method" & a minor project on "Stress and Strain on a tensile material".

LANGUAGES

English: First Language

Afrikaans:

C2

Hindi:

C2

Proficient

Proficient

HOBBIES AND INTERESTS

- To play cricket and Basketball.
- To play indoor games like carom, Chess etc.
- And today you know the world is of gaming world playing play station.
- Eager to learn new things.
- Watching movies and Carrtoons.

- Percentage: 64%
- Board: CBSE

