

**DEEPALI**

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Email id: [singh13deepali@gmail.com](mailto:singh13deepali@gmail.com)**CAREER OBJECTIVE**

To secure a career in the field of Human Resource at a reputed organisation, which appreciates professional approach & hard work, where I can utilise my knowledge, various skills & experience in contribution towards fulfilling the company's growth objectives, develop my career & excel in the field.

**CAREER PATH****CURRENTLY WORKING**

<b>ORGANIZATION</b>	SunSource Energy Pvt. Ltd.
<b>DESIGNATION</b>	Executive - HR & Administration
<b>ROLE</b>	<ul style="list-style-type: none"><li>• Handle recruitment process (Short listing, Screening &amp; Scheduling interviews) &amp; maintaining resume data base.</li><li>• Entry &amp; Exit formalities of employees and record keeping.</li><li>• Conduct induction of new joiners.</li><li>• Employee ID and employee cards generation.</li><li>• Maintenance of Organisation chart.</li><li>• Maintenance of Personal Files and all kind of records of employees.</li><li>• Maintenance of employee data online (HRMS) and offline (Excel).</li><li>• Coordination with bank for opening salary accounts of new joined employees</li><li>• Leave record management.</li><li>• Attendance management.</li><li>• GPA, GMC, PF, ESI of employees.</li><li>• Maintenance Vendor's File.</li><li>• Prepare payroll.</li><li>• Resolve grievances or queries that any of the employees have. Escalate to the right level depending on the nature of the grievance or issue.</li><li>• Handle cash imprest system.</li><li>• To handle stock record &amp; new order placement for pantry and housekeeping Consumables.</li><li>• Managing couriers.</li><li>• Handle employee's expense reimbursement statements and maintain record of it.</li><li>• Up keep &amp; maintenance of office asset.</li><li>• Record of Maintenance of office vehicle.</li><li>• Travel arrangements etc...</li></ul>
<b>DURATION</b>	September 2016 – January 2019

**SUMMER INTERNSHIP**

<b>ORGANIZATION</b>	Child and youth welfare society, New Delhi (AN NGO)
<b>PROJECT</b>	<b>Gyan Bharti Traning Centre Leading To Economic Welfare</b>
<b>ROLE</b>	Primary research to know the students satisfaction level for the Services provided by the NGO.
<b>DURATION</b>	From 18 <sup>th</sup> May 2015 till 28 <sup>th</sup> June 2015.

## ACADEMIC OVERVIEW

<b>B.A (hons.)-Economics (2013-2016)</b>	
<b>Institute Name</b>	: Amity School Of Economics
<b>University</b>	: Amity university, Noida
<b>CGPA obtained</b>	: 7.13
<b>Senior Secondary Examination - Commerce (2011-2012)</b>	
<b>School Name</b>	: Kendriya Vidyalaya, Noida
<b>Exam Board</b>	: CBSE
<b>CGPA obtained</b>	: 7.3
<b>Higher Secondary Examination (2009-2010)</b>	
<b>School Name</b>	: Kendriya Vidyalaya, Noida
<b>Exam Board</b>	: CBSE
<b>CGPA obtained</b>	: 7.8

## PROFESSIONAL SKILL SETS

- MS Office Package - MS Word, MS Excel, MS power point & Basics of Internet.

## ACHIEVEMENTS

- Acquired working knowledge of French Language.
- Qualified in English and Communication skills course.
- Completed the behavioural science course.
- Participated in financial literacy programme conducted by RBI.
- Participated in human value quarter.
- Participated in Amity Institutions Sports meet.

## PROFESSIONAL ACHIEVEMENTS

- Introduction of HR portal in the organisation.
- Part of recruitment of more than 150 employees in 2 years period.
- Organised various events for the organisation.
- Part in developing policies for betterment of the organisations and employees.
- I was handling 3 positions (HR, Admin & Executive & assistant to the directors)

## PROJECTS UNDERTAKEN

- 1) **Millennium Development Goals of India (2<sup>nd</sup> Semester)**  
**Summary:** The project was based on the 8 millennium goals of India and the efforts and plan to achieve them.
- 2) **BRICS: A Critical Review (3<sup>rd</sup> Semester).**  
**Summary:** The project was based on the ranking of India in BRICS Nations and was supported by secondary data available from different sources.
- 3) **Market Opportunities And Challenges For Indian Organic Products (4<sup>th</sup> Semester)**  
**Summary:** This project is based on India's organic products value in Indian & international market.

#### 4) Restructuring the power sector for sustainability (5<sup>th</sup> Semester)

**Summary:** The basis of this project was to undergo the study to find out the ways to produce power with sustainable options. The major focus of the study was on thermal power plants as they are the primary and conventional source of electricity production.

#### PERSONAL DETAILS

- Date of birth : 13<sup>th</sup> November 1993
- Permanent Address : New Ashok Nagar, Delhi – 96
- Father's name : Sh. Yudhvir Singh
- Language Proficiency : English and Hindi
- Marital Status : Single
- Hobbies and other interests : Drawing, Movies, Listening music

***References are available on request.***