

# CURRICULUM VITAE

## SHIPRA SINGH

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### **Career Objective**

**To apply and fully utilize my managerial skills to raise the profit margin of the firm.**

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### **Professional Experience:**

#### **Company Name : Foodpanda (Pisces Eservices Pvt Ltd)**

Duration: September 2018-December 2018

Designation – H.R. Executive

#### **Role and Responsibilities:**

- 1) End to End Recruitment(70%)
- 2) Onboarding and Joining Formalities
- 3) Employee Engagement Activities
- 4) Onboarding , induction,Orientation
- 5) Exit Formalities (Exit Interviews, Experience Letters ,Relieving Letters)
- 6) Preparing Offer Letters , Appointment Letters

#### **Company name: MirusSolutions (June 2017 – January 2018)**

Duration: June 2017-January 2018

Designation- Associate Consultant(Talent Acquisition and Talent Management)

#### **Role and Responsibilities:**

### **TALENT ACQUISITION**

- 1) End to End recruitment for BFSI Sector majorly covering MNC Banks and Nbfcs
- 2) CV sourcing and screening from various job portals (Naukri , lms Jobs, LinkedIn, Monster , Indeed etc)
- 3) Conducting telephonic interview
- 4) Referencing and Market Mapping
- 5)Follow up of candidates till the candidate is hired.
- 6) Maintaining Database of the candidates and sourcing candidates through database as well.
- 7) Job posting and post management on various job portals.
- 8) Client Management
- 9) Database Management (Google Drive, MS Excel, Advance Excel -Vlookup,Hlookup,PivotTables,Sumif etc)
- 10) Leadership Hiring

### **GENERALIST ACTIVITIES**

- 1) Taleo Management
  - 2) Onboarding ,Orientation
  - 3) Exit Formalities ( Exit Interviews, Experience Letters ,Relieving Letters)
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#### **Company Name: R.K. Edutech Pvt Ltd (July 2014- January 2015)**

Duration: July 2014-januay 2015

Designation –Business Development Executive

#### **Role & Responsibilities:-**

- Managing the sales and counselling the clients
- To convince and negotiate the customers to buy the company product.
- It was a target based process.
- Handling Human Resource Operations like :
  - End to End Recruitments
  - Onboarding
  - Joining formalities and background check
  - Employee Engagement
  - Database Management

### **Academic Qualifications**

<b>Degree</b>	<b>Institute</b>	<b>Year</b>	<b>Remarks %</b>
PGDM (Human Resource Management & Marketing)	Delhi School Of Business,Vips Campus ,Delhi	2015-2017	4.42/7, placed through campus Placements
B.E. in Chemical Engineering	U.I.C.E.T,Punjab University, Chandigarh	2009-2013	58.90 ( % )
12 <sup>Th</sup> , CBSE	AhlconPublic School , Delhi	2008	70.80 (%)
10 <sup>Th</sup> , CBSE	Bal Bhavan Public School	2006	89.90 (%)

### **Projects & Internships Undertaken**

- 1)Industrial Training on sweet Gas process During Graduation at Engineers India Limited
- 2) Lean Six-Sigma Training GREEN BELT certified by KPMG
- 3) Internship at SBI Life in Marketing and H.R Department
- 4) Certificate course on International Economic Environment at NUS,Singapore
- 5) Online Certificate course on Critical and Logical Thinking certified by University Of Auckland
- 6) Live Project on Marketing Research Titled “Impact of mindful Consumption on Purchase Decisions
- 7) Capstone project on Human Resource measuring New Trends in HR Practices

### **Professional Achievements and Honours**

#### **1) Mirus Solutions**

- Awarded twice as the employee of the week at Mirus solutions for being a consistent performer.
- Appreciated for doing closures of the deal positions during Probation Period.
- Appreciated for BYOD culture preservation in the organization.

#### **R.K. EDUTECH PVT LTD(BARAKHAMBA ROAD)**

- Awarded for closing maximum sales deals in first month of joining.
- Appreciated for Best Client handling and database Management within the organization.

### **Computer Proficiency& I.T. Skills**

- Windows operating system
- MS Office, Advance Excel, C++,Oracle TALEO(BASIC)
- GREEN BELT IN SIX SIGMA
- Working Knowledge of Internet & Laptops / Desktops

- Libre Office
- Ubuntu