**Priyanka Singh**

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**Address :- 79, New Baradwari, Sakchi, Jamshedpur - 831001**

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| **Objectives** |

## To work in an organization that provides me with an opportunity to grow and learn, and also help me to achieve my personal as well as organizational goals.

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| **Key Skills** |

Client Acquisition and management, Program/Project Management, Content Development Management, Research & Analysis,& Human Resource Management.

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| **Organisational Experience** |

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**Company Name : TYCIA Foundation**

**Duration : May 2014 to April 2015**

**Designation : Program Manager**

Roles & Responsibilities:

* Oversaw the development and execution of project deliverables, lead project planning, budgeting, action plans and monitoring processes
* Managed the preparation and submission of annual activity-based project budgets as well as monthly and quarterly financial reports and sending of new funding requests
* Lead and motivated the project team and monitored project activities and project expenditure, and coordinated work with consultants and volunteers in the project
* Submitted activity reports, meeting minutes and financial reports on regular basis to the donor.

**Company Name : KIPS Educational Charitable Trust, New Delhi**

**Duration : June 2010 to April 2014**

**Designation : Sr. Hr Manager**

Roles & Responsibilities:

* Direct all operational aspects including administrations, customer service & human resource.
* Selection & Recruitment process of employee.
* Manage budget and allocate funds appropriately.
* Maintaining wages of all the staffs.
* Address customer and employee satisfaction issues promptly.
* Customer acquisition and retention.
* Maintain relationship with the existing client to generate references.

**Projects Undertaken**

**STAR Scheme of National Skill Development Corporation with Agriculture Skill Council of India (ASCI).**

Roles & Responsibilities:

* Local market assessment for assisting existing as well as prospective sub-centres
* Transaction management of sub-centres
* Dealing with new sub centres & MIS of candidates data management
* Overlooking the training aspect of the sub centres regarding the examination process.

**Summer Internship Project:**

**Company Name: TATA Motors Ltd, General Office, Jamshedpur {**Duration: 11 June 2016 to 27 July 2016}

**Project Title**

1. **IB-Commercial Vehicle Skills & Development Program**

Roles & Responsibilities:

* Imparting training to trainees who came from 8 different countries.(Kenya, South Korea, Bangladesh, Tanzania etc) with in becoming a skilled professionals.
* Curriculum management that was implemented after a survey was done on trainees.

1. **Role of Communication in Improving Employee Engagement.**

Roles & Responsibilities:

* Survey done on communication channels of TATA MOTORS (questionnaire based) through communication channels like Strides, Saransh, Wall magazines, Town hall web-casts
* Propagating the **Vision, Mission & Values** to improve employee engagement.

**Other Projects:**

**Jamshedpur Utilities & Services Company Limited (JUSCO)**

**Project title: HR Ready Reckoner**

Roles & Responsibilities:

* Survey on man power of JUSCO of Jamshedpur plant.
* Revised all the policies of JUSCO which was later on implemented with Ready Reckoner book.

## **Scholastics**

* **MBA( /HR), University of Petroleum & Energy Studies, Dehradun**
* **Master’s Degree (Economics) from Karnataka State Open University.**
* **Bachelor of Arts (Economics Hons.) from J K S College, Jamshedpur, Ranchi University.**
* **Intermediate from J K S College, Jamshedpur, Jharkhand Academic Council, Ranchi.**

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| **Academic/Co-Curricular Achievements/Activities** |

Diploma course from Frankfinn Institute of Air Hostess Training with Distinction in the year 2007

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| **Extra – Curricular Achievements/ Activities** |

* Certificate for participated in the ‘Placement Selection Improvement Programme’.
* Participated in paper presentations, debates and business talks during the management program.
* Certificate for participated in the Quizzard’s in UPES 2016
* Won 1’st prizes in dance competitions such as ‘Wheels’, ‘Boogie Woogie’, ‘Sanskriti’ etc.

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| **Computer Proficiency** |

* MS Office, MS Word, Excel, Powerpoint

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| **Personal Details** |

Date of Birth (DD-MM-YYYY) : 14-03-1987

Gender : Female

Nationality : Indian

Languages Known : English, Hindi, and Bengali

Mobility : Willing to work anywhere

I declare that the details mentioned above are correct and true to the best of my knowledge.

**(PRIYANKA SINGH)**