Resume

# Archana Kumari Singh

# Mobile : 9038360758

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# Current Location: Kolkata

# DOB : 29/10/1988.

**Career Objective:**

* To enhance my professional skill in a dynamic and stable organization.

**Professional Qualification**

MBA with specialization in **HR & Marketing** from AGBS (Amity University), Kolkata in the year 2013. Obtained marks- 6.26 cgpa.

**Educational Qualification**

* Bachelor of Arts with **English (Hons), Economics and Mathematics** from Ranchi University, in the year 2010.
* Intermediate Arts with **Mathematics, Economics, English** and **Political Science** from Jharkhand Academic Council, Jamshedpur in the year 2006.
* Matriculation from Jharkhand Academic Council, Jamshedpur in the year 2004.

**Academic Project**

**Internship Company : ITC Distribution Unit**

**Project Name : HR Practices in ITC**

**Duration** : 2 month

**Brief Summary** : The objective of the project was to know the performance of the employee being appraised and to provide better employee welfare and increase the labor productivity.

**Dissertation project** : Role of packaging on consumers buying behavior.

**Computer Skills:**

* Good knowledge of MS-Office, Internet etc. Well versed with the use of computers to perform day to day office tasks.

**Current Organization** : **Confidential as –HR Recruiter ( FMCG & Pharma) from 2nd November 2015 –Till date.**

Clients: Marico, ITC, Heinz, Abbott India, Loreal, CavinKare, Glenmark Consumer etc.

Profile handled: Middle level (TSO/SO/ASE/Accounts profiles ...ETC) to senior level (Security and Admin Head, ASM, ZSM …ETC)

**Job Responsibility:**

* Sourcing CVs from various Job Portals (Naukri.com/Monster/LinkedIn and through references)
* Conducting Telephonic Interviews to check interest level, availability, CTC & technical knowledge for the open position.
* Managed entire recruitment life cycle from sourcing, screening, selection, post offer follow up.
* Keeping a track of joiners and their referrers.
* Keeping in touch with the offered candidates and keeping them well informed till the time they join.
* Responsible to maintain MIS report on daily basis.

**Last organization** : **NMD Placement Consultancy Pvt. Ltd as Recruitment Consultant (BFSI & FMCG) since 22nd April 2014 - 19th June 2015.**

Clients: Axis Bank, Indusind Bank, HDFC Bank, RBL, Bandhan Bank, Janalakshmi Financial services, Marico, Colgate, GSK,Dabur.

**Job Responsibility:**

* Headhunting and Networking for various positions at Middle and Senior level management
* Conducting preliminary screening - Interviewing and assessing candidates as per client specifications
* Salary negotiation with the candidates on behalf of the clients
* Accountable for timely interview, joining, and confirmation of the candidates.
* Database management and preparation of MIS reports
* To send the screened profiles to client for further short listing
* To schedule interviews of the shortlisted candidates at clients' places
* To acquire feedback of interview status from candidate and client both

**Personal Detail** :

* Father’s Name : Mr. S. N. Singh
* Permanent Address : Jamshedpur (Jharkhand)
* Current Address : Salt Lake Karunamoyee Housing Estate - sec -3
* Language Known : Hindi, English, Bengali
* Hobbies : Interacting with new people, visiting new places.

(Archana Kumari Singh)