**Sugandha Singh**

Mobile no.- 8800566979 , Email id – [sugandhasinghwalia@gmail.com](mailto:sugandhasinghwalia@gmail.com)

**Career Objective** :- A challenging career that will enable me to expose my talent to the maximum and to reach to the heights of success.

**Education Details:-**

|  |  |  |
| --- | --- | --- |
| Year | Institution | Percentage |
| 2009-2010 | **Higher Secondary Examination - Class X**  Assisi Convent School, Noida  C.B.S.E | 8.2 cgpa |
| 2011-2012 | **Senior Secondary Examination** - **Class XII**  Assisi Convent School, Noida  C.B.S.E | 75.6% |
| 2012-2015 | **B.B.A**. (HR and Marketing)  Birla Institute of Technology, Mesra (NOIDA Extension Centre) | 75% |
| 2015-2017 | **MBA** {HR and Marketing}  Birla Institute of Technology, Mesra (NOIDA Extension Centre) | 70.2% |
| 6Months Certification | **Pursued HR Generalist** course from Pace Career Academy (ISO Certified) |  |

**Work Experience:-**

1. During **internship in Primatel Ltd** helped the mentor in recruitment process by finding out the suitable candidate through naukri.com, conducted telephonic interviews & background check, and helped in maintaining file records.
2. Since Feb 2018 Working as a **HR Recruiter with NCR Eduservices PVT Ltd** which is an education based company provides online tutoring , Content Development ,Corporate Training etc where i am handling the end to end recruitment process.

* Understanding the Job Role and Requirement of the company .
* Sourcing the data from Naukri.com / Times Job / FreshersWorld and other social networks.
* Screening and Short-listing candidates profile as per the requirements of company
* Conducting telephonic interview before short listing candidates.
* Interacting with candidate, doing initial screening. Understand their competencies & skill sets, making them understand job role.
* Co-ordinating with candidates till onboarding i.e for interviews / documents verification etc.
* Fulfilling the joining formalities and document verification process of the selected candidates .

**Positions Hired (Non IT):-**

* Subject matter experts ,Online tutors , Freelancers ,Content Developers , US Staffing team , Business development managers , HR Recruiters ,Academic managers etc.
* All Profiles for School i.e Teachers(PGT TGT PRT), School Principal and Vice principal , Admission counselors, Hostel warden , PRO , Centre head , etc

1. Worked with **IndiaMart Intermesh ltd** from May 2017 to January 2018 on the designation of **Client servicing executive** where in my role is:-

>To guide clients how they can improve their online listing,  
>Make them understand better investment as well as business opportunity,  
>To do retention and up-selling of our product.

**Projects:-**

1. A study of employees perception towards work stress in banking sector.
2. To study the job satisfaction level of employees of Primatel ltd in relationship with turnover intention and absenteeism.
3. To study on consumers perception towards online and offline shopping.
4. Social work project :- To know about the problems faced by the people living in Anna Nagar ( Near Pragati Maidan ) and try to solve those problems

**Summer Internship:-**

|  |  |
| --- | --- |
| NTPC Limited | Duration: 22.05.2014 – 04.07.2014 |
| PRIMATEL Limited | Duration: 4.05.2016 – 04.07.2016 |
|  | |

**Skill Set and Interests:-**

1. Area of Interest : Human Resource.
2. Basic knowledge of Ms excel and Ms PowerPoint .
3. Good written and verbal communication skills .
4. Ability to work as a part of a team and independent as well.
5. Participated in Public speaking competition conducted by Gail India Ltd.
6. Participated In anchoring of the fest in our college.
7. Participated in inter -college competition in IIT Roorkee in debate and Fashion show

**Personal Information :-**

1. Marital Status :- Single
2. Date of birth :- 14 September 1994
3. Address :- Sector 53 Noida

**DECLARATION:-**

I hereby declare that the details provided by me in this resume are correct and I have knowingly not omitted/ misrepresented any information. I am aware that the company can use this data for verification purposes and any material inconsistency identified between the details shared above versus actual information would have a bearing on my employment, based upon company policies.

Date: \_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_ Place: \_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_