**Vaishali**

Mobile: 9568075750; E-Mail: Vaishalisingh295@gmail.com

***Snapshot Profile****:*

*A management graduate from Amity University and engineering graduate from Uttar Pradesh Technical University in computer science. Also have technical background, knowledge of language like Android and JAVA. And also professional in Management department i.e Human Resources. Knowledge of various HR activities take place in organization like Salary, Induction, Exit Formalities, Recruitment and Statutary Compliance etc. And also hardworking and focused towords every task and work.*

**Career Objective**:

To work in a challenging environment to utilize my skills and abilities to achieve greater results and move upward in my career. After all seeking to achieve the objective and mission of my firm.

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| **Strengths**   * Hardworking * Ability of learning new things. * Ability to work with team or as an individual. * Zeal to learn new technologies. |

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| **CAREER SUMMARY**  **TALENT CITY CONSULTANT – RECRUITMENT EXECUTIVE**  **FROM 11 JULY TO TILL DATE**    **XCALIBUR.COACH – HR EXECUTIVE FROM SEPT 2017 TO 30 APR**    **APEX TG INDIA PVT. LTD. – HR INTERN FROM MAY 2016 TO JUN 2016**  **(6 WEEKS)** |

**ORGANISATIONAL EXPERIENCE**

**JULY 2018 TILL DATE RECRUITMENT EXECUTIVE TALENT CITY CONSULTANT**

***Highlights:***

Talent City Consultants is a Startup and registered company based in Gurgaon. Specialize in permanent recruitment services across sectors such as Telecom, IT, Healthcare and Financial Services. For any organization, big or small, to thrive in today’s highly competitive age it is vital to source top talent. This is where we step in and help our clients every step of the way by recruiting high caliber candidates.

* Handling recruitment process for various clients i.e Quantm Ltd , Saburi TLC, Unicorn Solution.
* Knowledge of naukri portal.
* Screening and shortlisting the deserving candidate for various profile
* Experience in technical profile like technical sales and technical support.

**SEPT 2017 TO APR2018**  *HR EXECUTIVE* **XCALIBUR.COACH(GURGAON)**

***Highlights:***

Xcalibur.Coach works on the challenges being faced by clients and to handhold them to focus on

those catalytic factors that would catapult them toward exponential growth. Xcalibur.coach has a transformational and sometimes magical effect on organizations as they move rapidly towards meeting their goals, and also on individual clients as they shift gears to move at an accelerated pace in their career progression.

* Design training program for clients.
* Done recruitment for clients like Ashiyana Homes.
* Also handle some parts of accounts for the organization

**MAY 2016 – JUN 2016** *HR INTERN* **APEX TG INDIA PVT. LTD. (NOIDA)**

***Highlights:***

Apex TG India Pvt. Ltd. focuses on delivering sophisticated technology-enabled solutions, consulting and Training to maximize complex business needs. Founded in 2007 and based in New Delhi NCR Noida. We deals in IT Consulting, Training and Development services and providing substantial and concrete results to the clients from across the globe. We provides technical, management and personal skills development, focused on developing better brains for better business.

* Project on HR POLICIES AND ITS IMPLEMENTATION
* Learn about ESIC, PF, GRATUITY & BONUS, F&F, EXIT INTERVIEW, SALARY STACK UP OF EMPLOYEES.
* Learn about HR Generalist profile

***Technical Skills:-***

* A budding professional with extensive conceptual knowledge in Information Technology and System.
* Demonstrated exposure in full life cycle implementation in skills in executing Software Development Life Cycle(SDLC)
* Resourceful in understanding of fundamental networking concepts pertaining to Data Structure.
* Effective communicator with excellent relationship building & interpersonal skill; possesses a flexible & detailed oriented attitude with strong analytical, problem solving & organizational building abilities.

***Technical Certification:-***

* CORE JAVA from NIIT, Meerut
* Understanding Data Structure from NIIT, Meerut
* Six weeks training in HCL CDC Ghaziabad TRAINING IN ANDROID

**Education:**

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| **Course** | **Year** | **Institution** |
| MBA IN HR | 2017 | AMITY UNIVERSITY |
| Bachelors degree in Computer Science & engg | 2014 | UPTU |
| Intermediate | 2010 | CBSE Board |
| High School | 2008 | CBSE Board |