

Vandana Singh

OBJECTIVES

A Self-motivated and result oriented MBA HR fresher looking for an opportunity in the field of human resource to grow my skills and knowledge, which can further lead to the growth of the organisation.

PROFESSIONAL SKILLS

- Good communication skills (verbal & written)
- Proficient in MS Word, Excel and PowerPoint.
- Well organised details oriented and ability to multitask.
- Ability to lead teams, providing direction and supervision wherever applicable.
- Knowledge in hiring process and payroll management.

EDUCATION

- Perusing MBA in Human Resource Management from GL Bajaj Institute of Science & Technology, Noida.
- BSc from Rajendra College, Chapra from 2015-20 with 68%.
- Intermediate from Rajendra College from 2013-15, with 70%.
- SSC from Bhagwat Vidyapeeth in 2013 with 8.4 CGPA.

Declaration: I hereby declare that all the above information is true to the best of my knowledge.

Place : Patna

Date :

Signature.

CONTACT

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HOBBIES

- Reading books.
- Surfing Internet.
- Listening to music.

PERSONAL DETAILS

DOB : 31/10/1998

Gender: Female.

Languages: English & Hindi.