**SHWETA SINGH**

Mobile:9160179003 ~ E-Mail: shweta.suchi3456@gmail.com

**~ Attendence Management / Employee Record Management ~**

**Synopsis**

* To pursue a challenging career and be a part of progressive organization that gives success to enhance my knowledge and utilizing my skills towards the growth of the organization with effective communicator & excellent relationship building oriented attitude.
* **Expertise in H.R**
* ~ Attendance Management ~ Event Management ~ Employee Record Management

**CAREER SCAN**

**May’19 to Nov’ 19 Indira Gandhi National Centre As Intern Contract Basis**

*Responsible to make attendance, report & Maintain Employee Record*

**April’17 to May’17 with Holiday Inn As Internship Trainee**

*Responsible to make attendance & Organize Event for employees Development.*

*.*

**Key Deliverables**

**Human Resource / Event Management**

* Collect attendance data from multiple locations & make consolidated attendance sheet every day.
* Arrange documents for new interview candidate.
* Responsible to arrange employee record & keep with proper filling.
* Responsibility to build strong relation between employer & employees.
* Arranging event on festive season in corporate office.

**NOTABLE ATTAINMENTS ACROSS THE CAREER**

* Done a research project in Marketing as a part of Academics
* Worked as a volunteer for the college fest
* Participated in National Seminar organized by St. Francis College

**SCHOLASTICS**

**Graduation (BMS) From St. Francis College, Hyderabad in 2018.**

**Pursuing (PGDHRM) from Narsee Monjee Institute of Management Studies, Mumbai**

**IT SKILLS**

Proficient in MS Office / Internet / Power Point

**PERSONAL DOSSIER**

Date of Birth 23th Aug 1997

Languages Hindi & English

Status Unmarried

Hobbies Listening Music, Watching Movies, Photography.

Address A-300 Krishna Puri, Street no – 3, Mandawali, Delhi – 110092