**PRATIBHA SINGH**

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**SUMMARY**

A high performing, Strategic thinking professional with more than 11 months of experience in employment services and Staffing. Highly skilled at relationship building with client and across organization and team; exceptional writing; presenting and interpersonal communication skills.

**CORE COMPETENCIES**

MS Word, MS Office, Execel, Powerpoint, HR, Human Resources, Recruiting, Recruitment cycle, Screening, Communication, Relationship building, Multitasking Time Management, Patience, IT Knowledge**.**

**PROFESSIONAL EXPERIENCE**

**HR Recruiter**

**Cinfinite Technologies – August 2019 to Till**

**Key Responsibilities:**

* Designing and updating the job description.
* Sourcing potential candidates from various job portal.
* Screening resume of the candidates based on the job description available.
* Shortlisting resumes based on several search factor such as skills, recently updated resume, location, experience etc.
* Calling the shortlisted candidate to know their interest about the job opening.
* Convincing the employee to attend the interview.
* Finalising interview schedule and making the interviewer to be available for taking the interview.
* After interview sharing feedback with the candidates.
* In case if they are selected then to be a part of salary negotiation if needed and follow up with them till onboarding.

**INTERNSHIP**

Work as computer science Trainee with ‘ARISE BY ARICENT’ with NASSCOM and CENTUM Learning (Duration: 2 month) as a part of Engineering curriculum.

I had done project on “ATTENDANCE MANAGEMENT SYSTEM” for college

**QUALIFICATION**

Bachelor Degree in computer science and Engineering (B.Tech – CSE) from IIMT college of Engineering under AKTU.

Class 12th (Science stream with mathematics) from Maharishi Vidya Mandir (CBSE) in 2015.

Class 10th from Maharishi Vidya Mandir, Noida (CBSE) in 2013.

**EXTRA-CURRICULAR ACTIVITY**

I got certificate in painting from pearl Academy.

I got many prizes in Badminton from inter school championship.

**PERSONAL DETAIL**

Father’s Name : Mr. Shivpal Singh

Date of Birth : 04th December 1998

Contact Address : H.No-0493,Jalpura, Haldwani Greater Noida

Language Known : English, Hindi

**Place - Greater Noida**

**Pratibha Singh**