**RESUME**

**Aprajita Singh**

**Indian, Female**

**Date Of Birth 21st April,1988**

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**A188 GAUR CITY1**

**1ST AVENUE Gr. NOIDA WEST**

* **CARRER PLAN :**

To obtain a challenging position that allows me to use full scope of my knowledge, utilizes my critical thinking and planning skills that promotes growth, creativity and learning.

**Professional Qualification:**

**CTET AND UPTET QUALIFIED**

Degree : Bachelor in Education(Bed.)

College :IMR Ghaziabad

Year :2012

* **WORK EXPERINCE:**
* Organization : Tekshapers Software Solutions Pvt. Ltd.
* Department : HR Consultant(Talent Acquaintance)
* Designation: HR Consultant/(Talent Acquaintance) /Healthcare
* **Job Profile**: End to end recruitment of Doctors,Client handling, Updating our Talent Recruit Software,
* Maintaining our database,follow up with clients.
* Duration : From August,2018 to till date.

**Organization** : Hi Impact Consultant Pvt Ltd.

**Department** : HR

**Designation**: HR Consultant (Healthcare )

**Job Profile**: End to end recruitment of Doctors,Updating our Talent Recruit Software,

Maintaining our database,follow up with clients.

Duration : 6 March,2018 to till date.

**Organization :Ladder HR Solution, Gurugram**

**Department** : HR

**Designation:** HR Executive & Co Ordinator

**Duration** : November,2011 to December 2015

* **Job Responsibilities**

End to End Recruitment, Screening, Client handling/Client Relationship

Preparing MIS Reports, Handling attendance Online Promotion…

* **Organization** :**Vodafone (Alliance Communicay), Gurugram**

**Department :** Backend support/Service

**Designation :** Senior Backend & Service Executive

**Duration :** January , 2010 to November 2011

* **Job Responsibilities**

Co Ordination between Sales & Service Team**,**

Preparing reports of Re:verification on Excel,

Providing service to our 500+ Clients for all issues,

Working on E Pos& CRM software of VODAFONE.

* **EDUCATION:**

**Professional Qualification:**

Degree : Bachelor in Education(Bed.)

College :IMR Ghaziabad

Year :2012

**Graduation:**

Course  :B.Sc. (Bio)

University : DDU Gorakhpur University, Gorakhpur (U.P)

Year  : 2008

**Senior Secondary Education:**

Course  : Science (PCB)

Board  : U.P Board

Percentage : 66%

Year  : 2005

**Computer Knowledge**:

Course  :**P.D.W.S.E**

Institute : F-Tech, Gorakhpur (U.P)

Year  : 2006

* **SKILLS:**

**Language:**

Read, Speak and write Hindi & English with natural proficiency .

MS Word, MS Excel, E POS & CRM Software knowledge.

* **PERSONAL INFORMATION:**

**Fathers Name** :Balwant Singh

**Marital Status**  : Single

**Mobility**  : Flexible