

GARIMA SINGH

Address: Kardmeshwarpuram Colony, Dev Lane,

Near- DNS Lawn Kandwa, Varanasi-221106

Mob. 8127152267

email-garimasi593@gmail.com

OBJECTIVE

Professional Executive Mentee with 2.6 years of experience in domain like, Human Resource (Trainee, Talent Acquisition & Executive level) Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings.

WORK EXPERIENCE

HR Executive (C- core India Techno solution Pvt Ltd) – (Jan 2021 – Jun 2022)

- Managed the master database of employees, prepared, as required reports on employee-related data to assist with the management and development of staff
- Done end to end campus placement hiring and conducted interviews.
- Took full charge of HR department, leaves and Attendance management, entry and exit formalities, grievances etc. And also ensure the working environment in the organisation
- Administrated on-boarding process for new employees and new hiring orientation programme, and providing training for the same

HR Trainee (SIMPL) - (Dec 2019 – Nov 2020)

- Communicating with upper management and HR executives to develop and fulfil strategic hiring goals.
- Handle & Assisting departments with their recruitment needs through liaison with agencies/ advertisers Coordinating prospective candidates, interviewing them and administering offers
- Assisting with the production and implementation of HR policies and procedures

EDUCATION

Master of Business Administration (Marketing & Finance)

(United Institute of Management & Technology)

(Dec 2020 – June 2022)

- Post Graduated with 81% and among top five rank in college
- Done Dual Specialization with Marketing & Finance

Bachelor of Commerce -

(Mahatma Gandhi Kashi Vidyapeeth, Varanasi)

(Jun 2016 – Jun 2019)

- Graduated with 70% and among top five rank in college
- Economy and Business Communication as main subjects

High School & Intermediate -**(Mar 2014 – Mar 2016)****(St. John's Convent School, DLW, Varanasi)**

- Passed High School With 75% with Science Stream
- Passed Intermediate with 72% With Commerce Stream

SKILLS

Communication| Team Leading| Talent Acquisition| On Boarding| Operational Performance| | Leadership| Campaign creativity| Agility| Strategic Thinking & Decisions| CRM

SOCIAL ACTIVITY

- Working with Ideal women welfare since 2019 and did many workshops for welfare and programs and get recognition for the same
- Helped women to have basic knowledge and awareness about proper sanitation and malnutrition

CERTIFICATION

- Mastering Customer Relationship Management by Google
- Mastering Strategic Management Skill by Adani
- Mastering Total Quality Management by Adani
- Project Management Planning to Execution by Google

ACCOMPLISHMENTS

- Completed Target within desired time and got Appraisal (C- core)
- Winner of Interstate Debate Competition (MBA)
- Member of Event Management at UIM