

# APOORV SINGH

FRESHER BTECH STUDENT



Gurugram, India | +918130508038 | india.mynation.07@gmail.com | Age / Date of birth: 09/11/2004 |

## SUMMARY

Dependable HR professional with extensive experience in planning, directing and coordinating HR policies. Skilled in various staff affairs such as hiring, appraisals and firing. Excellent problem-solver, talented at troubleshooting and remedying staff issues and complaints.

## EXPERIENCE

### HR Executive

Ramyoz | New Delhi, India | January 2024 - Current

- Managed the hiring processes within the company, dealing with matters including writing adverts, reviewing CVs, interviewing and selecting candidates.
- Provided support to employees with various HR-related issues and liaised with heads of department to find resolutions.
- Helped solve conflicts, disputes and concerns, offering practical and smart solutions.

## SKILLS

- Employee Retention Strategies
- Career Progression Assistance
- Workplace Conflict Resolution
- LinkedIn Jobs
- Project Management
- Employee Relations
- Hiring Management
- Recruitment

## EDUCATION

Amity International School

sector 43 gurugram

Certificate of Higher

Education: Btech

2026

- Did my class 10th from CBSE board and scored 92 percent
- Did my class 12th from CBSE board and scored 90 percent
- pursued Btech from Delhi Skill And Entrepreneurship University in Mechatronics