

CURRICULUM VITAE

Shubhangi Singh

E-mail : singhshubhangi067@gmail.com

Career Objective

I am looking forward to work in a productive and learning environment where my skills and abilities will be utilized for organizational growth. In quest of challenging assignments with a growth-oriented organization.

Academic Qualification

Course	University/ Board	Year of passing	Specialization
MBA	Lucknow University	2017	HR, Finance
B.Com	Lucknow University	2015	Commerce
Intermediate	I.S.C	2012	Commerce
Higher Secondary	I.C.S.E	2010	Science

Technical Qualification

- Completed CCC
- Marg (Accounting Software)
- Completed DFA (Diploma in Financial Accounting) from OJD Computer Institute in 2017
 - MS Word, MS Excel, MS Powerpoint, MS outlook
 - Internet Basics
 - Tally ERP.9

Experience

Company Name : AHOMMED Pvt Ltd

Designation :HR Executive/Admin

Duration: August 1, 2017 to July 2018

Job Profile :

- Reviewing resumes and applications and conducting recruitment interviews.
- Creating and revising job description.
- Contributing to the development of HR department Goals, Objectives, and systems.
- Planning, organizing and controlling the activities of the HR department.
- Conducting new employee orientations.
- Overseeing exit interviews.
- Maintaining department records and reports.
- Participating in administrative staff meetings.
- Working with recruitment agencies to source for candidates for specific job positions.
- Aptitude in overseeing employee benefits.
- Preparation of Organization's HR policies.
- Handling full and final settlement of employees.
- Preparation and processing timely disbursement of salary, allowances and incentives.
- Resolving queries of the employees.
- Drafting of proposal and offer letters.
- Effective leadership and active participation in the sales team and keeping records of the same.
- Apart from this, I have also done ADMIN work such as:
 - Meetings with franchisees.
 - Identifying & negotiation with new vendor

- Budgeting and formulating cost structure of the company.
- Organize the office's operations and procedures by undertaking several administrative tasks, for example designing and implementing new filing systems.

Company Name: HM Aviation Pvt Ltd

Designation: Talent Acquisition Assistant Manager

Duration: January 15, 2019 to March 2019

Job Profile:

- Undertaking joining formalities of candidates selected by SpiceJet Airline.
- Reviewing resumes and conducting interviews.
- Screening the candidates on the behalf of SpiceJet Airlines.
- Creating and revising Job description.
- Responsible for the recruitment of Academic Counselors.
- Providing training to the selected candidates for direct interview with Airlines.
- Follow up with the candidates.

Company Name: Cognizant Technology Solutions

Designation: Process Executive

Duration: May 14, 2019 to September 2019

Job Profile:

- Making sitelinks/Account Level sitelinks for the clients of Google.
- Collect feedback from production employees.
- Identify weakness in the production process.
- Processing further with updates related with different category of websites.
- Consider new production trends and technology.
- Present production improvement on daily basis.

Summer Internship Project

Company Name : Reliance communications pvt.ltd

Project :Financial Analysis of company and uses of SAP software

Job Description :

- Assist with the new business process and working with new business process.
- Day-to-Day general ledger accounting.
- Perform monthly balance sheet
- Prepare financial reports, charts, tables and other exhibits as requested.
- Documentation is kept current.
- Work on MS Excel

Additional Projects

- Coordinator of National Social Service (NSS) in 2015
- Attended National Social Service (NSS) 1 week camp organised by college in 2015
- Attended “Matra Bhoomi Vidhik Jagrukta Samiti” in 2014
- Participated in Ehsaas Walkathon
- Have been class representative in 2014-15
- Have been volunteer in 69th AICC held in november 2016
- Attended employment generation strategies seminar in 2016

Personal Details

Father's Name :Mr.Anil Kumar Singh Rathore

Occupation: Business

Date Of Birth : 02- 04-1994

Nationality : Indian

Language Proficiency : English, Hindi(Read, Write and Speak)

Interest : Drawing, Painting

Hobbies : Cooking, photography, swimming

I hereby declare that all the information given above is correct to the best of my knowledge.

Date :

Place : Lucknow

(Shubhangi Singh)