

Reach Me @

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**Utsav Sinha**

*Human Resource Executive*

**Objective:**

Looking forward to an opportunity where I can contribute effectively to the success of the organization and also further improve my personal skills.

**Work Experience:**

**Sahara India Pariwar, Lucknow**

**2011-2015**

***Human Resource Executive:***

- Reviewing and maintaining employee original documents related to Employee Onboarding.
- Assisting in the smooth conduct of interviews and short listing candidates.
- Supporting training and development of new employees as per company requirements.
- Reviewing and maintaining documents related to 'Death Help' and 'Medical Help'
- Drafting letters to different Regional Offices and Branch Offices regarding documentation.
- Deliver a motivational lecture to the new joiners.
- Visit the branch regional offices and zones to provide training and motivation to the new joiners.

**Pathfinder International, New Delhi**

**2010-2011**

***Data Entry Operator:***

- Assist in maintenance of official records, enter data as provided on a regular basis.

## Educational Qualifications

|                                     |                                |
|-------------------------------------|--------------------------------|
| Masters in Personnel Management, HR | Pune University                |
| PGDM, Marketing                     | Sinhgad Business School, Pune  |
| B.Com                               | D.D.E. Patna University, Patna |

## Skills:

### ➤ **Recruitment :**

- Full cycle recruiting, Candidate sourcing and screening, Interviewing and Employee onboarding

### ➤ **Computer Skills :**

- MS – Office (V lookup, H lookup, X lookup, Pivot Table) and Chat GPT

### ➤ **My Positives:**

- Fast learner with positive attitude
- Team building Problem solving
- Strong work ethic
- Leadership skills
- Pleasing Personality

## **Declaration:**

I hereby confirm that the information in this document is accurate and true to the best of my knowledge.

Place

Utsav Sinha