



# Alankrita Singh

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## Profile

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I am a dynamic, ambitious, and industrious individual seeking an opportunity in the field of Human Resources. My goal is to further develop my skills and knowledge within a professional organization, contributing to the achievement of its objectives. I am dedicated to honing my personal attributes while acquiring invaluable expertise during my tenure, thereby making a meaningful contribution to the firm's growth.

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## Professional Experience

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Oct 2022 – Dec 2022  
Lucknow, India

### **HR Intern**

*Supernova Kepler's*

- Assist HR team in recruitment and onboarding process including drafting job descriptions and conducting initial screenings
- Collaborate with the HR team to develop and implement HR policies and procedures
- Participated in HR projects and initiatives.
- Assist in employee engagement activities.
- Assist in ensuring smooth communication and prompt resolution of queries and request.
- Performed administrative tasks, such as scheduling meetings, organizing documents, and maintaining employee files

Apr 2020 – Dec 2020  
Lucknow, India

### **Hr cum Office Assistant**

*Sun Medicare*

- Advertising vacancies on all major job posting sites, and on our social media platforms.
- Collecting and reviewing applications to shortlist candidates.
- Updating paperwork, maintaining documents, and word processing.
- Performing basic admin duty including sending emails and ordering office supply.
- Assisting and Coordinating with the sales team
- Managing Inventory and Organizing staff meeting.

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## Education

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2021 – 2023  
Lucknow, India

### **MBA in Human resource**

*Integral University*

2018 – 2021  
Lucknow, India

### **Bachelor's of commerce**

*University of Lucknow*

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 **Skills**

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- Proficient in Microsoft office skills
- Understanding of HR policies and procedures
- Familiar with HR compliance
- Ability to handle multiple task and priorities effectively
- Basic understanding of HRIS
- Good communication and interpersonal skills
- Detail orientated and analytical
- Induction and orientation
- Understanding of Hiring and recruitment procedure
- Basic understanding of payroll