



# AVINASH SINGH

HUMAN RESOURCES

## PROFILE

Hardworking Human Resources Team Member with in human resources, administrative support, and customer service. Experience providing HR support including facilitating new hire orientations, onboarding packets, training, and utilizing the job application systems appropriately. Skilled at handling confidential material in a sensitive manner.

## CONTACT

✉ 11avinash121@gmail.com

☎ 8319147465

📍 Location

## LANGUAGES

English

## WORK EXPERIENCE

### HUMAN RESOURCES EXECUTIVE

S.N. Singh Maintenance, Electricals & Contractors | Sep 2020 - Sep 2021

- Source candidates using a variety of search methods to build a robust candidate pipeline,
- Screen candidates by reviewing resumes and job applications, and performing phone screenings,
- Manage onboarding and new hire process,
- Hiring an employee in bulk
- Responsible for a major part of the hiring process including but not limited to reviewing applications, contacting potential employees, scheduling interviews, and administering and overseeing the drug testing process.

### SALES EXECUTIVE

Dwizzy Infotech Pvt Ltd | Jul 2019 - Sep 2019

Worked and collaborated with team members to efficiently complete task and target.

## EDUCATION

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DAV Public School Anpara , Apr 2013 - Apr 2014

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DAV Public School Anpara , Apr 2015 - Apr 2016

B.COM

IPS Academy Indore , Aug 2016 - Aug 2019

MBA

IPS Academy Indore , Aug 2019 - Aug 2021

## SKILLS

Communication

Critical thinking

Quick learner

Devoted towards work

## ACHIEVEMENTS

Zonal level Football Player

## DECLARATION

I do hereby declare that all the details mentioned above are accurate to the best of my familiarity and confidence.

Avinash Singh

30 Sep 2021