

CONTACT ME

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PROFILE SUMMARY

I am an Administrative Professional currently working as Senior Executive (Operations) for a Import & Export Logistics Company.

I have also worked as a HR Professional for the tenure of 1+ Year where my job role includes Hiring the staff and negotiating with salary. Maintain the staff record online and offline both. Working on the Induction process of the new employee.

SKILLS

- Ability to build and maintain positive relationships with colleagues.
- Experience in following and maintaining workplace privacy.
- Competency in Microsoft applications including Word, Excel, and Outlook.
- Experience in conflict resolution, disciplinary processes and workplace investigations.
- Advanced MS Office

CERTIFICATIONS

- Course On Computer Concepts (CCC) from NIELIT - 2018
- SAP (FICO) from Info-seeK Lucknow with A rating -2020

PRASHALI SINGH

WORKSHOP & INTERNSHIPS

Bharat Samachar (Time today media network private ltd). 9 MONTHS

- Assist the Assignment Desk in researching story ideas and coordinating crews of reporters and photographers in their daily assignments. Tasks may include retrieving file materials, answering telephones, making beat checks, and assisting assignment editors and reporters in setting up coverage plans

EDUCATIONAL BACKGROUND

2013: Secondary School under U.P. Board.

2015: Higher Secondary under U.P. Board.

2018: B. Com from Faizabad University.

2020: Post Graduation in MAJMC from Lucknow University.

WORK EXPERIENCE

Senior Executive (Operations)

September 2022- Presently Working

Eagabriz Shipping Private Ltd | Okhla

- Providing support in all activities relating to freight forwarding, coordinating with shipping vendors
- **Informing about shipping quotes & collaborating with team** responsible for matching authorized and reliable transportation carriers to the shippers.
- Coordinating all of the **shipping needs for many clients & generating leads** through various channels

Assistant HR Manager (Promoted From Everycom)

April 2022- August 2022

Rising Bharat Group Pvt Ltd (Acquired Everycom) | New Delhi

- **End to end HR Shared Services** transactional activities
- Follow **Standard Operating Procedures to ensure high quality** and consistent working environment
- Collect and cleanse data to **populate management reporting** systems
- Management of All People Management Related on **ERP Next**

HR Executive

December 2020- March 2022

Everycom Electronics | New Delhi

- **Preparation of offer letter**, appointment letter, internship letter, Salary slip, Payroll.
- Maintain employee files and records **in electronic and paper form**
- Managing **company's hiring/recruitment process** through consultants and directly. Take first round of interview.