

Sakshi Singh

7905489168

ssakshisingh016@gmail.com

Ghaziabad

Nationality: Indian

Birthday: 16/7/2001

Marital Status: Unmarried

Religion: Hindu

Skill

Communication 


Recruitment 

Leadership 

Decision Making 

Teamwork 

Employee Relations 

Time Management 

Negotiation 

Objective

To get a creative & challenging work as a growth oriented position in a professionally managed and dynamic organization where I can exercise my professional & interpersonal skills those provide me the opportunities for development and responsibility to contribute towards the organization.

Work Experience

Daikichi Consulting services Pvt Ltd. 07/2022 - Nowadays
HR Recruiter

My responsibility is to Recruiting best people with the right qualifications, skills and experiences for available job positions is crucial for the long-term success of organisations.

- ✓ Job design
- ✓ Recruitment
- ✓ Employee relations
- ✓ Performance management
- ✓ Hiring and interviewing staff

Education

Post Graduation: Masters Of Business Administration [MBA] 01/2020 - 06/2022
HR/ Marketing

Dr. APJ Abdul Kalam Technical University, Lucknow

71%

Graduation-Bachelor Of 01/2017 - 01/2020



Science [BSC]

Dr. Ram Manohar Lohia Avadh
University, Ayodhya

58.5%

Intermediate

01/2016 - 01/2017

UP Board

71.6%

High School

01/2014 - 01/2015

UP Board

83.3%

Job Responsibilities

- Identify the hiring needs.
- Prepare job descriptions.
- Screen and shortlist candidates.
- Assist with resumes, cover letters, manage salary negotiation.
- Bulk Hiring
- Selecte the candidate as per company needs & norms.
- Sourcing candidates online, updating job ads and conducting background checks.
- Phone screenings and group interviews.
- Sourcing through naukari portal.

Computer Skills

Course of computer (CCC)

MX Excel

Language

English

Hindi



INTREST

Participating in social activities

PESONAL DETAILS

Name: Sakshi singh

Father's name : Veer bhadra Singh

Date of birth: 16/7/2001

Gender: Female

Metrial Status: Unmarried

Permanent Address : Vill -Karmullapur, Jarwal Road ,
Dist – Bahraich, Uttar Pradesh 271901

Current location: Ghaziabad

HOBBIES

Traveling

Listenings music

Cooking

Dancing

DECLARATION

It is declare that all the information given, is true to the best of my knowledge and I believe the same to be same If the given information is false I shall be responsible for the consequences.

