



# AMITY UNIVERSITY

UTTAR PRADESH



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Jharkhand , 834003



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## PUJA SINGH



### CAREER OBJECTIVE

Seeking an opportunity to work and learn in a fast-paced and competitive environment wherein my educational qualification and skills can be constructively used to benefit the organization as well as myself.

### ACADEMIC PROFILE

MBA (G) 2020-2022	Amity University Uttar Pradesh, Lucknow Campus N/A <b>Specialization: HR and Marketing</b>
BBA 2017-2020	Institute of Management studies, Noida 65%
XII 2017	CBSE Board 61%
X 2015	CBSE Board 8.2CGPA

### RELATED COURSEWORK

- **HUMAN RESOURCE MANAGEMENT:** Discussed the objectives and functions of human resource management, roles and importance, Recruitment and selection process, responsibilities of human resource manager, need of HR ,compensation management and incentives ,employee relation ,Emerging trends in HR.
- Industrial relation and Labor laws, organizational culture etc.

**INTERNSHIP EXPERIENCE**

**Skill Area**  
**ORGANISATION**  
**Duration**

**Recruitment**  
**Podium system Pvt. Ltd.**  
**3 Months**

**Key Responsibilities :**

I was working here as HR Intern and working in IT recruitment. My responsibilities was Sourcing from Naukri ,shine, Hirst as well as LinkedIn for different profiles, Calling candidates for telephonic screening and creating tracker in google Sheet. Scheduling interviews and follow ups and Job posting and making JD.

**CERTIFICATION**

- Certification in Human Resource Management

**ACHIEVEMENTS**

- 2<sup>nd</sup> position in inter school dance competition in Youth Festival DAV
- Poster Making Competition
- Painting competition
- Solo dance

**PERSONAL ATTRIBUTES**

- Quick learner
- Proactive attitude
- Dedicated
- Adaptable and Flexible

**HOBBIES/INTERESTS**

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- Painting
- Dancing

**LANGUAGES KNOWN**

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- Proficient in English & Hindi
- Working knowledge of German

**REFERENCES**

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Available upon request