

# CURRICULAM VITAE

## Mrs Ruby

M.B.A (Human Resources)

833/1, Ashok Vihar, Gurgaon

HARYANA

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## **CAREER OBJECTIVE**

To secure a challenging position where I can effectively contribute my skills & knowledge as per management Requirements.

## **WORK EXPERIENCE**

- Work in “ **St. Xavier’s school** ”as Teacher from **August 2019 to till date**, located in Mehsana, GUJARAT.
- Work in “**M/s Hi-Tech Industries**” as an **Executive**-Human Resource from **May,2017 to July, 2019**. Located at **Faridabad**.

## **JOB Responsibility in “St. Xavier’s school”**

- Conducting Classes from Class 1<sup>st</sup> to 8<sup>th</sup> for English & Math.
- Preparing question Paper sheet for unit test, 1<sup>st</sup> terminal & 2<sup>nd</sup> terminal(final Paper)
- Arranging meeting with parents and discussing the developments of children’s.
- Make a schedule for PTM meeting.
- Attend meeting with parents related any queries.
- Methods of teaching.
- Teaching the children the fundamental skill of math and language through various inspiring the students to learn the new thing and shaping their future according to their interest.
- Interacting with each student and helping them to solve their query.

## **COMPANY PROFILE**

“**M/s Hi-Tech Industries**” is a Machining Product for **Automotive manufacturing Industry**.

**Major Customers**:-**Victora tools Engineering Pvt. Ltd., FCC** etc.

## **Job Profile**:-

- Acting as the first point of contact for anyone enquiring about a vacancy.
- Coordinate communication with candidates and schedule interviews.
- Updating employee records with holiday requests, payroll changes and any leave due to illness.
- Maintaining employee personnel files.
- Track the daily attendance of the employees.
- Responsible for bills checking and approval through process.
- Daily basis canteen and pantry.
- Make Salary slip.
- Completed Salary on Excel Sheet.

- Deal with employee requests regarding human resources issues, rules, and regulations
- Conduct initial orientation to newly hired employees
- Assist our recruiters to source candidates and update our database.

## QUALIFICATION

- MBA(HR) From MDU in 2013.
- B.C.A from D.S.D COLLEGE Gurgaon in 2011
- Passed 10+2 Examination in 2007, St. Michael 'S SR SEC School, Gurgaon .
- Passed 10th Examination in 2005, St. Michael 'S SR SEC School, Gurgaon .

## COMPUTER SKILLS

- Good Knowledge about MS-Office (MS-word, MS-power point, MS-excel)
- Well versed in internet.

**HOBBIES :-** Net Surfing, Listening music & Art & Craft.

## Personal Details:

<b>Husband's Name</b>	Mr. Ranjeet Singh
<b>Date of Birth</b>	30 july 1989
<b>Home Town</b>	Gurgaon, Haryana
<b>Nationality</b>	Indian
<b>Marital Status</b>	Married
<b>Excepted Salary</b>	As per Company Norms
<b>Languages known</b>	English/Hindi

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Date:-

Place: Mehsana

**(Ruby)**