



PRITEE SINGH

OBJECTIVE

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills and gain further experience while enhancing the company's productivity and reputation.

EDUCATION

STEP-HBTI, Kanpur
Master of Business Administration

VBSPU, Jaunpur
Bachelor of Business Administration

CONTACT

+91 7236821345

singhpritee2612@gmail.com

<https://www.linkedin.com/in/pritee-singh-74596b170>

WORK EXPERIENCE

BPIS PVT LTD/ April 2022 - present

HR Executive

Handled company all hiring from sourcing to boarding, made HR policy, attendance of employees engagement, salary slip and payroll.

Learnovate E-commerce / Jun 2021 - July 2021

HR Executive

Learn how to screen resumes and application forms. Schedule and confirm interviews of the candidates. updating the internal database.

SKILLS

Computer



Leadership



Communication



Creative skill

