



# RIYA SINGH

## Profile

Seeking an entry level position in a reputable organization to expand and utilize my learning, skills and knowledge. Possess excellent communication skills and have an eye for detail. Flexible to work in any environment as required.

## Education

2023

–

2025

### University of Lucknow

MBA [Human Resources Management]

2020

–

2023

### University of Allahabad

Bachelor's Of Commerce

With 75 % Score

2019

–

2020

### Maharishi Vidya Mandir

Class 12th

With 82% Score

2017

–

2010

### Maharishi Vidya Mandir

Class 10th

With 69% Score

## Certifications

Fundamentals Of Project Management - GOOGLE

Effective Presentations – HP LIFE

Team Leadership and Team Management – GREAT LEARNING

Certificate in Computer Application – ALLAHABAD UNIVERSITY



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Ganga Hostel, University Of Lucknow New Campus, Jankipuram, Lucknow, Uttar Pradesh - 226021

## Experience

**Work as Human Resources Intern -Ramyoz Solutions Pvt. Ltd. - Noida**

**Volunteer At Job Fare 2024**

**– Lucknow Universtity**

## Expertise

Communication Skills

Team Work

Talent Acquisition

Recruitment And Selection

Presentation Skills

MS Excel

## Language

English

Hindi

Korean

German