


POOJA SINGH

HR EXECUTIVE



 Lucknow, India 226022

 8077468354

 8077po@gmail.com

Innovative and strategic Executive in Human Resources Department with more than 1.5 years of forward-thinking personnel leadership experience. Personable and perceptive champion of corporate and team member success with proven impeccable ethics and business sense. Recruits and hires top talent, delivers expert staffing support to management and mobilizes engaged and loyal corporate business units.



Skills

- Communication
- Decision making
- Recruitment strategies
- Labor negotiations
- Training and mentoring
- Business management
- Leadership
- Learning agility
- Flexibility and adaptability



Work History

- **HR EXECUTIVE [20 May 2022-20 Nov 2022]**
Aara Technologies Pvt Ltd, Indira Nagar, Lucknow
 - Worked on Google sheets, Microsoft Excel and tech team built software.
 - Handled recruitment and hiring
 - Training and placement of interns and employees
 - Eyeing employee's schedule adherence and performance
 - Managing employee benefits
 - Maintaining company culture
 - Managed other HR staff and oversaw completion of tasks and initiatives.
 - Directed hiring and onboarding programs for new employees.
- **HR EXECUTIVE [20 Sept 2021-12 May 2022]**
Reliance Education VFX And Animation Academy, Hazratganj, Lucknow
 - Worked on Microsoft Excel
 - Was in charge of hiring candidates
 - Training and placement
 - Maintaining attendance sheet
 - Managing employee benefits



Education

- **Master Of Business Administration, 2022 (Pursuing)**
Jain University - Bengaluru, Karnataka
- **Bachelor Of Business Administration, 2020**
Babasaheb Bhimrao Ambedkar University - Lucknow
- **Intermediate, 2017**
Rani Laxmi Bai Memorial School - Vikas Nagar, Lucknow
- **High School, 2015**
Rani Laxmi Bai Memorial School - Vikas Nagar, Lucknow



Personal Details

- **Date of birth:** 18/09/1999
Languages known: Hindi and English
Address: B/22 Kalyanpur, Lucknow, Uttar Pradesh. 226022