

# Niharika Singh

## HR EXECUTIVE

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/niharika-singh-a554341bb

Ambitious Human Resources Intern pursuing BBA and trained to coordinate, execute and deliver HR programs related to recruitment, benefits, workers compensation and other HR projects and processes. Demonstrates solid analytical, problem-solving and presentation skills to foster excellent relationships and credibility at all levels of organization. Self-motivated, driven and displays initiative to prioritize tasks and handle numerous assignments simultaneously.

## Education

2020-Current	<b>Bachelor of Business Administration</b> <i>Jagran College of Arts, Science and Commerce - Kanpur, Uttar Pradesh, India</i>
2019-2020	<b>Central Board of Secondary Education (XII)</b> <i>Florets International School - Kanpur, Uttar Pradesh, India</i>
2017-2018	<b>Central Board of Secondary Education (X)</b> <i>Florets International School - Kanpur, Uttar Pradesh, India</i>

## Skills

- Active Listening
- Flexible and Adaptable
- Decision-Making
- Talent Management
- Leadership
- Recruitment

## Work Experience

May'22-July'22	<b>Human Resource Intern</b> <i>SolutionGraph, Bangalore</i> <ul style="list-style-type: none"><li>• Conducted aptitude tests for the candidates who were interested in joining the firm in any domain.</li><li>• Developed strong written and verbal communication skills.</li><li>• Prepared monthly, weekly and daily logs using Microsoft Office Suite.</li><li>• Answered phone and performed clerical duties to assist human resources department.</li></ul>
Jan'22-Mar'22	<b>Telesales Representative</b> <i>My Tirth India, Mumbai</i> <ul style="list-style-type: none"><li>• Offered best packages to the people who planned to experience a trip to any religious destination.</li><li>• Managed all the bookings of the tourists helped in the accommodation process by being in contact with company's hotels and restaurants.</li><li>• Delivered scripted sales talks to customers reached via manual and automatic dialing systems.</li><li>• Answered questions about company offerings with knowledgeable responses about products and services.</li></ul>
May'21-Oct'21	<b>Telesales Representative</b> <i>All India Scholarship Test Foundation, Gurugram</i> <ul style="list-style-type: none"><li>• Approached students appearing for 12th standard exams to enroll for the company's scholarship program.</li><li>• Overcame objections using friendly, persuasive strategies.</li><li>• Made average of 60 outbound and inbound calls per day.</li><li>• Set up appointments with interested customers according to schedule availability.</li><li>• Demonstrated respect, friendliness and willingness to help wherever needed.</li></ul>
Feb'21-Mar'21	<b>Fundraising Intern</b> <i>Jankalyan Multipurpose Education Society, New Delhi</i> <ul style="list-style-type: none"><li>• Lead a campaign called "Siksha" that focused on helping the children living in rural areas receive education during the COVID pandemic.</li><li>• Planned and implemented fundraising events.</li><li>• Cultivated impactful social media presence on Instagram, offering content relating to fundraising campaigns and organizational objectives.</li><li>• Raised approximately 5000 rupees in funds during campaign.</li></ul>
Nov'20-Feb'21	<b>Content Creator</b> <i>Global Free School, Varanasi</i> <ul style="list-style-type: none"><li>• Organized collected information to produce well-written articles.</li><li>• Identified target audiences to analyze characteristics, behavior and media habits.</li><li>• Coordinated with marketing and design teams to illustrate articles.</li></ul>

## Languages

- English
- Hindi