

VARSHA SINGH



CONTACT

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📍 Gomti Nagar, Lucknow, Uttar Pradesh

PERSONAL DETAILS

Date of Birth : 24 January 1999
Marital Status : Never married
Nationality : Indian
Father's name : Mr. Bhola Singh
Mother's name : Mrs. Sunita kushwaha
Language : Hindi , English

SKILLS

Recruitment
Communication skills
Team work
MS office

INTEREST

Reading books
Craft work

OBJECTIVE

To work in an environment which encourages me to grow professionally, where I can utilize my skills and knowledge appropriately and can contribute to the organisation.

EXPERIENCE

*25th
November,
2021 -
Present*

Masters India IT Solution Pvt. Ltd.

HR officer

I can describe my responsibilities as -

- Screening CV's
- Conducting interviews
- Follow-up till onboarding
- Salary negotiation
- Posting jobs over the various job portals
- Sharing test links with candidates
- Sending complete report to the Manager (CEO)

Achievements -

- Worked on Performance Management System
- Successfully organised college placement drives
- Worked on various job descriptions along with the concerned authorities.

*1st
September,
2021 -
23rd
November,
2021*

Aranca

HR- Intern

I can describe my responsibilities as -

- Connecting with 50-60 candidates on daily basis
- Initial screening of CV's
- Conducting 1st round of Discussion
- Scheduling Writing test and further discussions
- Conducting reference checks
- Follow-up till onboarding
- Maintenance of MIS
- Sending complete report to the TA lead and department head

July, 2019
- February,
2020

Policy bazaar

Associate sales consultant

I worked in Term Department and I can describe my job as listening to customer requirements and present appropriately to make a sale via telephone calls.

EDUCATION

2021	Dayanand Academy of Management Studies (AKTU) MBA (HR and IB) 71%
2019	Dayanand Academy of management studies (CSJMU) BBA 71 %
2016	Oxford Model Senior Secondary School (CBSE board) Intermediate 78%
2014	Oxford Model Senior Secondary School(CBSE board) High school 7.8 cgpa