



Vanshika Singh

Human Resource Executive/Admin

I am looking for an opportunity in a reputed organization where I will give my best to help in meeting the objectives and goals of the organization and enhance my knowledge and skills.

I am focused professional of approx. 4 years experience and with all my skills I am looking forward to enhancing my profession.

Contact



+91 9997322225



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Saket New Delhi 110030

Education

2018-2020

MBA

G.L Bajaj Group of Institution, Mathura
Dr. APJ Abdul Kalam Technical university

2014-2017

BBA

Institute of Management & Technology.
Dr Bhim Rao Ambedkar University

2013-2014

Intermediate , CBSE Board

2011-2012

Highschool , CBSE Board

Skills

- **Adaptability:*** Quick learner with a demonstrated ability to adapt to new technologies and industry trends.
- **Communication:*** Good verbal and written communication skills, including public speaking and report writing.
- **Time Management:*** Strong organizational skills to prioritize tasks and meet deadlines.

Language

Hindi

English

Personal Details

Fathers Name Atul Singh Rathore

Nationality Indian

DOB 13.Dec.1997

Experience

July 2023 to till date

BBNL (Bharat Broadband National Limited)

Payroll on Pioneer E Solution Pvt. Ltd.

Human Resources Operation Management

- Screening and shortlisting of perfect Candidates.
- Sourcing candidate through Job Portals (LinkedIn, Indeed .com , Naukri.com.
- Shortlisting the candidate according to job profile.
- Conducting Telephonic Interview.
- End to end recruitment encryption of the candidate
- Learn about taking induction, orientation, joining formalities, biometric attendance.
- How to prepare offer letter for new employees.
- Experience the need, want and the procedure of arranging the training program
- Salary negotiation, following up with the candidate till joining.
- Resolve company employees grievance.
- Conduct Training and Development Program for new joining candidates.
- Payroll Handling
- Attendance management

January 2021 to June 2023

Quality International Services

Human Resources Executive

Nov 2019- Dec 2020

Manish International (Aligarh)

Human Resources Executive

Computer Proficiency

- I have Completed Advance MIS from APTECH Computer education.
- Good knowledge MS office like excel, WordPad, Power Point.
- Canva Software (for making posters of job vacancies)

Hobbies

- **Travelling :-** By travelling you gain the real experience and it keeps your mind fresh.
- **Gym:-** As it release the stress as well as helps to keep you fit

Award

- Certificate of Advance Mis Course from Aptech Computer Education, Aligarh