



Sushmita Singh

Business Coordinator(HRM)

Strategic and innovative HR Executive with 2 years of experience, Who translates business vision into HR initiatives that improves Performance, profitability, growth, and employee engagement.



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GF-2 M-139 Pratap Vihar
Ghaziabad, Ghaziabaad, India

SKILLS

Good Communication

Administrative Expert

HRM Knowledge

Recruitment And
Selection

HR Reporting Skills

Teamwork

Knowledge of Job
Portals

Project Handling

Batch Delivery

LANGUAGES

English
Full Professional Proficiency

Hindi
Full Professional Proficiency

WORK EXPERIENCE

Business Coordinator Tech Mahindra

05/2022 - Present

Noida

Achievements/Tasks

- Recruiting and staffing, Project Handling, Performance management and improvement systems Organization development

Hr. Executive Indominds Solutions Pvt. Ltd.

06/2020 - 04/2022

Noida

Achievements/Tasks

- Recruiting and staffing logistics Organizational and space planning Performance management and improvement systems Organization development

Hr. Executive Logix Holidays

11/2019 - 04/2020

Noida

Achievements/Tasks

- As a Hr. executive involved in Staff recruitment and selection, Preparing job description and posting jobs, Handling grievances and Admin activities, Vendor management, Engagement activity.

EDUCATION

Master of Business Administration Dr. A. P. J. Abdul Kalam Technical University

08/2016 - 07/2018

Bachelor of Arts Mahatma Gandhi Kashi Vidyapith

07/2013 - 06/2016

ORGANIZATIONS

Tech Mahindra (05/2022 - Present)

Indominds Solutions Pvt. Ltd. (06/2020 - 04/2022)

Logix Holidays (11/2019 - 04/2020)

CERTIFICATES

Aptech Certified Professional in Ground Staff Service