

SWATI SINGH

HR Executive

C O N T A C T 📞 +919651366005 🌐 www.linkedin.com/in/SwatiSingh29 ✉ singhswati29898@gmail.com 📍 Gurugram, 122101

A B O U T

Dedicated, resilient and focused HR Executive seeking a responsible career opportunity to utilize the acquired skills, while making a significant contribution to the success of the company.

E X P E R I E N C E

- | | | |
|-------------------------|-------------------------|---|
| 1. HR - TA | Square Yards | July- 2023 - Present |
| 2. HR Executive /Intern | APCO INFRATECH PVT LTD. | July2019 - Aug 2019
July2020 - July 2021 |

W O R K P E R F O R M E D

- Source candidates via job boards, social media, and industry platforms & Screen resumes for Bulk Hiring for marketing and sales , Making Sure all formalities like pre-joining and documents are updated
- Full Cycle of Talent Acquisition i.e. Sourcing to onboarding and exit interview
- IT and Non-IT Hiring, Making Induction Arrangements for the new joiners on the day of joining
- Preparing JD according to Requirements from the organization
- Sourcing of Candidates from different job portals, Preparing JD according to Requirements from the organization
- Screening of Candidates , Interviewing them, Releasing their offer letter, Make follow-up till the candidates are not onboarded
- Making Sure all formalities like pre-joining and documents are updated, Assisted in the appraisal part of the employees

E X P E R I E N C E / I N T E R N S H I P

3.HR - Intern Aashman Foundation Jan 2022 - March 2022

- Maintaining a Database of Employees & Scheduling interviews for new joiners
- Checking records for further addition & Learned to make posts on job portals for candidates hiring.

4. HR - Trainee Mars Exploration Pvt Ltd Aug 2022 to Sep 2022

- Learned to hire candidates from an online platform, Learned to email the new hires.
- Shortlisting them with their eligibility. Interviewing candidates, Selection and recruitment process , Organizing orientation program for new hires

5. Learn for cause Sales and Marketing Intern Jan 2022 to Feb 2022

- WOCODE (Women for code submit 2022)

5. The Times Of India Sales and Marketing Intern Jun 2022 to Aug 2022

- Understanding customer needs
- Completing day-to-day targets.
- Maintaining regular data of customers.

C E R T I F I C A T E

- Digital Marketing (Online Course) (2021)
- CCC Courses on Computer Concepts with C Grade (2019)
- MS Office Advance Course (2019) & Web Design Course (2022) & HR Analytics(2023)

E D U C A T I O N

Intermediate	CBSE	Lucknow Public School, Lucknow	2017
BBA	Lucknow University, Lucknow	National Post Graduate, Lucknow	2020
MBA	School of Management	G D Goenka University, Gurugram	2021-2023

T E C H N I C A L S K I L L S

- MS Office , Power-BI, Tableau, Adobe Spark , ChatGpt (Intermediate)
- Canva , Microsoft Designer , ATS/HRIS, Lean Six Sigma (Yellow Belt)

N O N T E C H N I C A L S K I L L S

- Decision -making, Analytical and Technical, Innovative and Creative , Managerial and administrative skill
- Adaptable and time oriented , Presentation Skills , Negotiation Skills, Financial Accounting

A C H I E V E M E N T S

- Done Volunteered in Accerelon a fest organized at university as a social media head of Event Management Club.
- Udyami Volunteering was a great achievement for me to showcase my skills by organizing, planning, and arranging to make the event successful.
- The Digital Marketing Webinar was a great achievement for me. In this digital era, learning about digital marketing and its tools and working methods is a great opportunity to be updated in the current world.
- Debate Competition
- Painting with 2nd prize creative skills which are inbuilt for filling beautiful colors to life.
- Rangoli with 1st prize for showcasing my creative skills.