

SHIVANI SINGH

Associate HR Manager



My Contact

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Technical Skill

- HTML
- CSS
- JavaScript
- Blockchain
- VS Code and Replit

Soft Skill

- Human Resource Management
- Communication and Convincing skills
- Leadership skills
- Team Management

Education Background

- Chandigarh University
Masters in Business Administration (HRM)
Completed (jul 2022 - jul 2024)
- Delhi University - VNC
Bachelors in Commerce
73.56%
- Senior Secondary
Commerce
80.5 %

About Me

Dedicated and detail-oriented Associate HR Manager with years of professional experience in IT sector. Grabbed pragmatic experience in techs i.e., HTML, CSS, JS, Blockchain (theory) and created various projects single-handedly using these techs to flourish my tech skills more. Possessing good communicating and convincing skills to help your organization achieve its goals smoothly.

Professional Experience

Himotech Global - Associate HR Manager
Dec 2022 - Present

Key responsibilities:

- Efficiently handled the supply of human resource using various Application trackers like LinkedIn, Hirst, Indeed etc.
- Sourcing, screening and conducting first technical round of candidates
- Tracked employees' attendance using DeskTime Software
- Prepare reports on employees' monthly performance and company's monthly budget
- Grabbed pragmatic experience in HTML, CSS, JS and theoretical knowledge of Blockchain. Created various projects using these techs to enhance my tech skills.

Internships

Reliable Allied Services - HR Recruiter
Sep 2022 - Nov 2022

- Key responsibilities:
- Sourcing of candidates from platforms like Shine, Naukri etc.
- Posting job advertisement, screening resumes and taking initial interview.
- Coordinating with the clients.

Projects

HTML, CSS Prepared clone homepage of Flipkart using pure HTML and CSS.

HTML, CSS, JS Created a clock showing hours, minutes and seconds including date of the current day.

<https://replit.com/@vanisingh997/51Exercise4>

HTML, CSS, JS Created a website showing random jokes after refreshing by the user.

<https://replit.com/@vanisingh997/40Tellmeajoke>