

GAURI SINGH

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Professional Summary

I aim to enhance my analytical and problem-solving skills, expand industry knowledge, and work with talented professionals in a collaborative environment. I am committed to continuous learning and seek opportunities for leadership development. My goal is to gain valuable experiences and insights to achieve long-term career objectives.

Education

M.Sc (H.A) specialization in HR | I.H.M Pusa | 2021 - 2023

- Scored **7.27 CGPA**
- Secured **All India Rank - 13** in **NCHM MSc.JEE**
- Conducted research on the "perception of job seekers on e-recruitment"

B.Sc (H.H.A) | I.H.M Kurukshetra | 2018 - 2021

- Scored **76.9%**
- Got mentioned *amongst top 7 students* in all semesters.

Industrial Exposure

Human Resource Associate | THE LEELA AMBIENCE CONVENTION HOTEL | Feb 2024

- **Payroll** - Managed payroll processing, ensuring accurate and timely disbursement of salaries and benefits.
- **Contractual Attendance** - Oversaw contractual attendance records, ensuring compliance with company policies and legal regulations.
- **Grievance Handling** - Handled grievance resolution process, providing counseling and mediation to resolve employee issues effectively.
- **Departmental Meetings** - Facilitated departmental meetings, coordinating agendas, documenting minutes, and ensuring follow-up on action items.
- **Planning**- Collaborated with department heads to address staffing needs and optimize workforce planning.

Human Resource Apprentice | ITC Grand Bharat | Aug 2023- Jan 2024

- **Screening Process:** Implement rigorous screening procedures to identify suitable candidates, ensuring alignment with organizational requirements.
- **Background Verification:** Ensure thorough background verification processes, showcasing meticulous attention to detail and adherence to organizational standards.
- **Recruitment Expertise:** Successfully manage end-to-end recruitment processes at ITC Grand Bharat, demonstrating proficiency in sourcing, screening, and interviewing candidates.
- **Salary Negotiation:** Skillfully negotiate salary packages with candidates, ensuring alignment with both organizational guidelines and candidate expectations.
- **Offer and Appointment Letters:** Prepare and issue comprehensive offer letters and appointment letters, maintaining clarity and professionalism in communication.
- **Joining Formalities:** Efficiently handle all aspects of joining formalities, creating a smooth onboarding experience for new hires.

Industrial Trainee | Hilton Garden Inn, Gurugram | 2019

- Maintaining **positive relationships** with both staff and guests, ensuring their **satisfaction** and comfort throughout their stay at the hotel.
- Developing my guest contact and event organization skills, working with customers to **organize and execute events** that met their needs and exceeded their expectations.
- Receiving consistent **positive feedback from my supervisors and colleagues** for my outstanding performance and dedication to my work.
- **Adapting quickly to the fast-paced and dynamic work environment** of the hotel and handling challenging situations with resilience and flexibility.
- Demonstrating excellent **time-management and organizational skills**, ensuring all tasks were completed in a timely and accurate manner.

Research Experience

- Conducted a **research study on the Perception of Job Seekers on E-Recruitment**, surveying **110 participants**.
- Found that the majority of participants had a positive perception of e-recruitment, with 75% indicating a preference for online job postings and 80% citing the ease and convenience of applying online as a key factor in their decision.

Achievements & Participation

- Represented School in **Dance** and **Skating Competition**.
- Scored **1293 out of 1800** in **TCS NQT** Aptitude Test.
- Won Certification in **Rangoli Making & Plantation Drive**.
- Participated in **Cultural activities** and **Sikkim tourism awareness drawing** competition.
- Represented **IHM Pusa** in Min of Tourism's **white paper release**.

Courses & Certification

- Career EDGE by **TCS iON**
- Skill Development Course by **LeapSkills**
- Business Analytics with Excel: Elementary to advance by **John's Hopkins**

Skills & Interests

- **SKILLS:** Ms PowerPoint, Canva, Ms Excel.
- **INTERESTS:** [Sketching](#), [Blogging](#) (*links included*) Traveling.