

# RESUME

# SANDHYA SINGH

## PROFILE

### Name

Sandhya Singh

### Date of Birth

June 28, 1998

### Address

C-40/2 Nanhey park uttam  
nagar new delhi 110059

### Phone

7982574561

### Email

sandhyasingh74257@gmail  
.com

## JOB EXPERIENCES

Dec 2023 -  
May 2024

**Parth BPO Solution Pvt. Ltd.**

As a Backend Operator

Jan 2022 -  
Oct 2023

**Paryanam Ayurvedic Pvt. Ltd.**

6 Months as a Sales Executive and  
16 Months As a Team Leader

Dec 2020 -  
Dec 2021

**Newtech Business Solution**

Collection as a Telecaller

## EDUCATION

2017

IGNOU

High School ( 12th Pass Out )

2021

Swami Vivekanand University

B.A

## SKILLS

- Communication Skills
- Leadership Skills
- Problem-solving
- Time Management
- Training and Development
- Performance Monitoring

**Objective:** To use my skills and adaptability to obtain a position in Human resources line, where I am constantly challenged. My greatest strength is my ability to walk into a new environment and be functional immediately. I am quick to learn and adapt to new situations.