

**ARZOO SINGH**

4/151 Vidyut Nagar Dayalbagh Agra (U.P)

Phone : 7088264957 (Agra)

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**OBJECTIVE:**

Seeking an opportunity in an organization, in which I can utilize my potential and gain valuable corporate experiences.

**EDUCATIONAL QUALIFICATIONS:**

Qualification	Year	School/ College	Aggregate (cgpa)
M.B.A	Pursuing	Dayalbagh Educational Institute (Deemed University) Agra.	-
B.B.A	2017-2020	Dayalbagh Educational Institute (Deemed University) Agra.	7.4
Intermediate 12 <sup>th</sup> Class	2015-2017	Dayalbagh Educational Institute (Deemed University) Agra.	6.97
High School 10 <sup>th</sup> Class	2013-2015	Dayalbagh Educational Institute (Deemed University) Agra.	5.77

**TRAINING :**

- Ongoing Internship at SRF Ltd. In HR Department (completed 6 months)
  - Recruitment – Sourcing & Coordination
  - Promoting Employer Branding & Products through Social Media
  - Training Process – TNI, Pre/Post test, Feedback and MIS through SOUL
  - Employee Engagement & Connect Initiatives – Monthly connect meetings, LSA citations, Celebrations
  - Expat Management process
  - HR process understanding of automated modules – SOUL, ATS, Visa Module, JDMS, PRAISE
- Internship at YOCTOZANT TECHNOLOGIES INDIA PVT in HR department 40 Days.
- Internship at CKG & Company (Chartered Accountant) 10 Days

**TECHNICAL SKILLS:**

- Excel & PowerPoint
- Tally (Journal entries)

**Character Attributes:**

Team player, Punctual, Hard-working, Creative

**ACHIEVEMENTS:**

- Qualified to the regional level of Inquisitive Minds - India's biggest quiz challenge.
- Have achieved several certificates in Sports and Cultural activities.

**HOBBIES:**

Photography, Art & Craft, Listening to Music.

**PERSONAL DATA**

Date of Birth : 27<sup>th</sup> December, 1999

Father's Name : Mr. Vidhan Chandra Singh

Gender: Female

Nationality : Indian

Language : Hindi, English

Date: December 2021

(ARZOO SINGH)