

# Shakshee Singh

Kanpur, Uttar Pradesh, India | +91 6307327981 | [shakshisinghvvv@gmail.com](mailto:shakshisinghvvv@gmail.com)

## OBJECTIVE

Aim to be placed in growth oriented professional environment, where my knowledge and skills can be utilized optimally to enhance the organizational growth graph and further my skills in accordance with the latest trends as well.

## EDUCATION & HONORS

<b>Dr. A.P.J. Abdul Kalam Technical University</b> , Axis Institute of Planning & Management	<i>Kanpur</i>
• MBA in HR & Marketing	<i>2019-2021</i>
<b>Chhatrapati Sahu Ji Maharaj University</b> , Kanpur, Uttar Pradesh	<i>Kanpur</i>
• BSC (BIO)	<i>May, 2019</i>
<b>Intermediate from</b> Acharya Raghuvir Inter College Uttar Pradesh	<i>May, 2016</i>
<b>High school from</b> Acharya Raghuvir Inter College Uttar Pradesh	<i>May, 2014</i>

## EXPERIENCE

### > **Girnar Finserv Pvt. Ltd. (InsuranceDekho.com)**

**Gurgaon sector 20**

**(26th Dec 2023 – till now)**

- Designation: **Sr. HR Executive**

#### Job Role:

- Responsible for the end-to-end recruitment process which includes understanding the requisition needs, sourcing, screening, evaluating, and short listing, salary negotiation.
- Recruitment for B2C, Bulk Hiring & B2B or Sales Hiring for PAN India Depends on Business Requirements.
- Maintain Tracker (Google sheets,) and using ATS (Darwin Box)
- Using different Portal for Sourcing Candidates like **Naukri, Hirect, LinkedIn, Job hai, Apna, Indeed, References.**
- Screening and short-listing profiles as per the requirement; negotiating on salaries and finalizing as per the offer.
- Updating & tracking recruitment files, preparing & placing job advertising across appropriate media, monitored internal job postings & reference & background checks.

## PREVIOUS EXPERIENCE

### > **Wheelseye Technology India Pvt. Ltd**

**Gurgaon sector 49**

**(17th Nov'2022 – 22 Dec 2023)**

#### > **Third Party Payroll - Working for Wheelseye Only as a Recruitment Associate**

- **Scalene Works People Solution LLP**
- **Big Tree Resource Management Pvt. Ltd**

Job Role:

- Design and update job descriptions
- Source potential candidates from various online channels.
- Working on portals like Naukri, Indeed, Job hai LinkedIn, Apna.
- Screen incoming resumes and application forms
- Interview candidates (via phone, video and in-person)
- Hiring For Sales profile Like- **Globiva, Niva Bupa, Frankfinn, Wheels Eye,**
- Responsible for the end-to-end recruitment process which includes understanding the requisition needs,sourcing, screening, evaluating, and short listing, salary negotiation.

➤ **Erisha Agritech Private LTD. (25<sup>th</sup> Sep'2021 – 09<sup>th</sup> Sep2022)**

- Designation: **Trainee – HR**

Job Role:

- Worked as Admin/HR handling the Employee data Management, Sourcing candidates from different job portals such as naukri.com, etc.
- Response to telephone enquiries, record messages, typed up required correspondence, minted meetings and carried out general photocopying duties.
- Handling Attendance & Time Management.
- I'm doing Joining Formalities for New Joiner & also Exit Formalities
- I am working Letters like absenteeism letter, different types of memos, Probation extension, training extension, probation & training confirmation, termination.
- Arranging meetings, appointments, and executive travel.

## SKILLS

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- **Conversant with MS-Office Applications (Word, Excel & PowerPoint).**
- **Proficiency with Microsoft Office (Microsoft Excel, Outlook)**
- **Soft:** Fast Learner, Adaptable, Flexibility, Time management, Team Work & Leadership.

## INTERNSHIP

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Company Name: **Learn-ovate E-Commerce**

(20th June'2020 – 20thAug'2020)

Project Brief:

- As Recruiting & selection OR Handling Attendance & Time Management.

## HOBBIES

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- Listening Music
- Travelling
- Watching Serials

## PERSONAL CREDENTIALS

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- Date of birth : 10th July' 1999
- Father Name : Mr. Ram Saran Singh
- Mother Name : Mrs. Anju Singh

## DECLARATION

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- I hereby declare that the information furnished above is true to the best of my knowledge.

DATE:

PLACE:

(SHAKSHEE SINGH)