

RESUME

PALLAVI SINGH

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CAREER OBJECTIVE

My career objective is to work sincerely, seek knowledge for the task assigned, to achieve a good position in your esteemed organization by utilizing my skills to the best.

EXPERIENCE

I have Experience of an IT Recruiter at 4Bell Technology Company.

(27 Feb 2023-31 May 2023)

ROLE & RESPONSIBILITY

- Find the Candidates on different Portals like (Existing Data, Naukri.com, LinkedIn)
- Screening , Scheduling Interview, Conduct Meeting
- Client Handling
- Managed Data on Google sheet,

INTERNSHIP

.Summer internship for 45 days At POLLUCON TECHNOLOGIES LIMITED (Greater Noida)

DISSERTATION PROFILE

.Project title:- A study on Recruitment and Selection Process in

POLLUCON TECHNOLOGIES LIMITED

- ABSTRACT:- Understanding the process of recruitment and selection Process in organization and also find the satisfaction of employee from recruitment and selection process of the organization.

EDUCATION

MBA (Human Resource & Marketing)

Institute of technology & management (2021)

PROFICIENT SKILLS

- . Self-Motivation
- Decision Making Skills
- Negotiating
- Time Management
- Multi-Tasking
- Leadership skills
- Problem Solving

AREA OF INTEREST

- Learning new things
- Team Work

TECHNICAL SKILLS

- Ms office

LANGUAGES

- English
- Hindi

ACHIEVEMENTS

- . Certification in Ministry of Human Resource Development Quiz.
- Certification in National Level E-Quiz on machine Learning.

GRADUATION

St. Andrew's College Gorakhpur(2018)

Bsc. in Maths (54.5%)

INTERMEDIATE(12th)

A.D.Government Girls Inter college(2014) with(81.2%)

HIGH SCHOOL(10th)

A.D.Government Girls Inter college (2012) with (76.5%)

EXTRA CURRICULAR ACTIVITIES

MANAGEMENT ACTIVITIES

Worked as member in management activities(Promotion team) during college fest in **PARAMPARA 2020** and also participated in Dance Group.

DECLARATION

I hereby declare that all the information provided here is correct to the best of my knowledge and belief and I promise to abide by all the norms laid down by your esteemed organization.

Pallavi Singh

PERSONAL DETAILS

Date of Birth-10/04/1996

Father's Name-Madan Singh

Sex- Female

Nationality- Indian

