

Akansha Singh

MBA Human Resource and Marketing

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OBJECTIVE:

I wish to secure a competitive role in Human resource domain to apply my theoretical knowledge and internship exposure to the best of my ability and grow up the ladder in management role.

EDUCATIONAL PROFESSION:

- | | |
|---|-----------|
| • MBA | 2024-2026 |
| Invertis University | |
| • BA (Statistics) | 2021-2023 |
| Mahatma Jyoti Bha Phule Rohilkhand University | |
| • Senior Secondary | 2019-2020 |
| St. Xavier's College | |
| • Higher Secondary | 2017-2018 |
| St. Xavier's College | |

EXPERIENCE / INTERNSHIPS:

STUDENT COORDINATOR

INVERTIS UNIVERSITY

KRA 's

- Work in CRC office 3 PM to 5 PM daily
- Work as a bridge between CRC Department and Students, personality development.
- At the end of the placement drives , seek feedback from students, and maintain accurate placement records.
- Work within and ensure compliance with relevant Data Protection
- Weekly meeting with Team CRC and Presentation with fellow students about placement progression.

HR INTERN

RENEWBUY.COM

KRA's

- Assist in sourcing, screening, and shortlisting of 14 candidates for various roles.
- Schedule and coordinate interviews with hiring managers.
- Maintain candidate database and follow up with applicants.
- Ensure smooth integration of new employees in the company.
- Maintain employees records and update HR systems.

SKILLS:

Learner	Teamwork	MS Excel
Customer Support	Good Communication	MS Office
Customer Satisfaction	Multi-tasking	Data Management & recording

HOBBIES:

Communicate with people, Dancing

PERSONAL DETAILS:

DOB: 22-01-2003

Languages proficiency: fluency

Permanent Address: Akansha Kuti House no. 7A Vatika Suncity Vistar, Bareilly, Uttar Pradesh.

