



Shreya

Shreyasinghdogra03@gmail.com || +91-9555589774 || Female || Age:22

<https://www.linkedin.com/in/shreyasingh03>

To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management, and problem-solving skills. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Detail-oriented professional with strong multitasking and communication skills. Experienced in recruiting highly talented personnel. Proven ability to work collaboratively with team members.

ACADEMICS

QUALIFICATION	INSTITUTE	BOARD/UNIVERSITY	YEAR
MBA	Graphic Era Hill University, Dehradun	Graphic Era Hill University, Dehradun	2021-2023
BCom	Jagran College Of Arts, Science, and Commerce, Kanpur	Chhatrapati Shahu Ji Maharaj University, Kanpur	2018-2021
XII	Kendriya Vidyalaya No. 2 AFS Chakeri, Kanpur	CBSE	2018
X	Kendriya Vidyalaya No. 2 AFS Chakeri, Kanpur	CBSE	2016

CERTIFICATIONS

MICROSOFT EXCEL, GREAT LEARNING	<ul style="list-style-type: none">completed a seven-day course that focused on basic usage of the software and the importance of data analysis in the industry, in July 2022.
ORGANISED GD COMPETITION	<ul style="list-style-type: none">Certified in Group Discussion Competitions.

ABOUT INTERNSHIPS

Human Resources Intern | RSPL Limited

Kanpur Nagar - June 2022 - August 2022

- Assisted human resources and recruiting teams by scheduling phone screens and on-site interviews.
- Filed paperwork, sorted and delivered mail, and maintained office organization.
- Worked with team to coordinate company events.
- Created and updated tracking spreadsheets using MS Excel.
- Maintained relationships with personnel using strong collaboration and teamwork skills.

Talent Acquisition Intern | CLERK & KENT EXECUTIVE RESEARCH

February 2023 - April 2023

- Sourced and screened candidates and worked with hiring managers to coordinate interviews, offers, and onboarding.
- Acted as brand ambassador to educate candidates on culture, career growth, benefits, and advantages of working for a company.
- Developed and maintained strong working relationships with executives, the HR team, and hiring managers to foster partnerships that produced consistent results.
- Evaluated resumes, interviewed, and presented qualified candidates to hiring managers, and solicited feedback to refine recruiting strategy.
- Provided regular updates to hiring managers and HR staff on recruitment activities and progress.
- Conducted telephone and in-person interviews to assess candidate experience and qualifications.

SKILLS

1. Human Resources,
2. Talent Acquisition,
3. Decision Making,
4. Recruitment,
5. Communication skills,
6. Team Work,
7. Problem-Solving skills,
8. Sourcing,
9. Screening,
10. Interviewing,

PERSONAL DETAILS

ADDRESS

Yashoda Nagar, Kanpur, Uttar Pradesh - 208011