

+91 6306231227



Aparna Singh

MBA (HR)



03 Jul 1999



East Delhi



+91 6306231227



LinkedIn



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About me

Seeking a challenging environment that encourages developing new skills for the growth of organization and to keep updating myself with the latest technology. I would like to be an indispensable part of the company by contributing my sheer efforts and knowledge

Skills

Entrepreneurial



Resilience



Active Listening



Confidence



(*)[The skill scale is from 0 (Fundamental Awareness) to 6 (Expert).]

Interests

Learning new skills, Creative Writing, Reading Novel, Handicraft and stitch embroidery .

Education

2024 Narsee Monjee Institute of Management Studies, Mumbai
MBA (HR)

2021 Allahabad University, Prayagraj
Bachelor of Science (Bio)

2014 UP Board
Intermediate

2012 UP Board
High school

Training History

Bbudie Buisness Solution Pvt Ltd : Nov(2021)-Sept(2022)
Designation : Human Resource (PayRoll ,Maintaining day to day attendance , Data management, Interviewing Schedule/Coordination, Recruitment and all HR Activities)

Kree Doh Management PVT LTD : Oct(2022)-Present
Designation : Senior Human Resource PayRoll, Maintaining daily attendance, Data management, Interviewing Schedule/Coordination, Recruitment and all HR Activities)
Handling Employee Grievances Knowledge of Payroll, HRMS
Coordination with Labour, Factories, EPFO, ESI Department etc.
Handling Duty Roster, Leaves Managing employee training feedback and record
Handling Employee Vacation Record
Managing Staff Recruitment Maintaining HR Files and Records
Knowledge of welfare activities All other duties organization requirement

Personal Information

Father's Name : Mr. Arvind Singh

Mother's Name : Mrs. Poonam Singh

Marital Status : Unmarried

Nationality : Indian

Language : English and Hindi

Interpersonal Skills

- Listening skills,Enthusiastic and an active player.
- Exploration and Doing things in different ways.
- Well being for any environment and ready for team work.