

DIVYANSHI SINGH

HR Admin & Counselor

7355936314

divyanshi.singh025@gmail.com

Mahavir Ji Ka Purva,
Mahanagar, Lucknow

ABOUT ME

I am HR Professional with 2 Year Experience. I work closely with company & clients helping in solving problems & achieving good results. I strongly believe in good possibilities to life.

EDUCATION

2012 - 2014

R.S. College

B.Com

2017 - 2019

Lucknow University

MBA (HR & IR)

EXPERTISE

Computer Knowledge, MS Word, Excel

Recruitment & Hiring Process

Counselor

Documentation

Management Skill

WORK EXPERIENCE

Jan 20 - Feb 22

HR Admin & Counselor

Centurion Defence Academy
Counseling & Handling Management
activities-recruitment of faculty & staff & handling
of software for digital class

May 19 - Dec 19

HR Executive & Admin

Maxi Multi Service Pvt. Ltd.
Recruitment & Documentation of candidates,
maintained records & database of personnel,
handling of management activities

Language

English

Hindi

CERTIFICATION

Human Resource

Aegis Ltd. (Startek) 2019

Recruitment & Management of Footfall, record
maintenance & data recording

O level Course

2022

Computer Knowledge

Online Internship

AWAIGN 2017

Transcription for Milaap

Menu Digitization for Swiggy

Data Entry record & collection

HR Generalist Training

NAS Solution

Payroll, MIS Report, Salary Sheet, Attendance Sheet

HR & IR

UPPCL Shakti Bhawan

Training 2018

Promotion Policy & RTI

Types of policy, about RTI