

Reach Me @

Utsav Sinha

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Human Resource Executive

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Objective:

Looking forward to an opportunity where I can contribute effectively to the success of the organization and also further improve my personal skills.

Work Experience:

Sahara India Pariwar, Lucknow

2011-2015

Human Resource Executive:

- Reviewing and maintaining employee original documents related to Employee Onboarding.
- Assisting in the smooth conduct of interviews and short listing candidates.
- Supporting training and development of new employees as per company requirements.
- Reviewing and maintaining documents related to 'Death Help' and 'Medical Help'
- Drafting letters to different Regional Offices and Branch Offices regarding documentation.
- Deliver a motivational lecture to the new joiners.
- Visit the branch regional offices and zones to provide training and motivation to the new joiners.

Pathfinder International, New Delhi

2010-2011

Data Entry Operator:

- Assist in maintenance of official records, enter data as provided on a regular basis.

Educational Qualifications

Masters in Personnel Management, HR	Pune University
PGDM, Marketing	Sinhgad Business School, Pune
B.Com	D.D.E. Patna University, Patna

Skills:

➤ **Recruitment :**

- Full cycle recruiting, Candidate sourcing and screening, Interviewing and Employee onboarding

➤ **Computer Skills :**

- MS – Office (V lookup, H lookup, X lookup, Pivot Table) and Chat GPT

➤ **My Positives:**

- Fast learner with positive attitude
- Team building Problem solving
- Strong work ethic
- Leadership skills
- Pleasing Personality

Declaration:

I hereby confirm that the information in this document is accurate and true to the best of my knowledge.

Place

Utsav Sinha