

Geetanjali Singh

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Professional of Excellent Repute

To grow along the organization and become a professional of excellent repute by effectively contributing toward the goal of the organization.

WORK EXPERIENCE

SBFC • LUCKNOW, UTTAR PRADESH • 05/2024 – Present

H.R-MT (TALENT ACQUISITION)

- **Identifying needs:** Anticipating hiring needs for each department and working with HR and hiring managers to determine staffing needs
- **Creating job descriptions:** Writing job descriptions that are tailored to each vacancy
- **Attracting candidates:** Building a positive employer brand to showcase the company's culture, values, and unique attributes
- **Interviewing candidates:** Assessing candidates' problem-solving skills, resourcefulness, and personality
- **Selecting candidates:** Using applicant tracking systems with evaluation tools to narrow down the list of candidates
- **Onboarding new hires:** Ensuring the onboarding process is a positive experience for new employees
- **Analyzing data:** Using technology to analyze candidate and recruitment data to make evidence-based decisions

SHREYA PHARMA • AURANGABAD, MAHARASHTRA • 01/2018 – 01/2020

LABORATORY INCHARGE

- ...
- **Safety:** Ensuring the safety of laboratory personnel by implementing and enforcing safety protocols, including risk assessments, training, and emergency response systems
- **Compliance:** Ensuring compliance with regulatory guidelines and quality standards
- **Laboratory operations:** Developing policies and procedures, procuring and maintaining equipment and materials, and scheduling training for laboratory personnel
- **Research:** Conducting research, analyzing samples, and performing tests
- **Documentation:** Recording and reporting laboratory activities

DISEL LOCOMOTIVE WORK VARANASI • VARANASI, UTTAR PRADESH • 01/2016 – 01/2018

QUALITY CONTROL ANALYST

- ...

- sewage treatment plant (STP) ensures that the wastewater treatment facility operates in compliance with standards and regulations. Their responsibilities include:
Conducting analyses: Performing chemical, physical, bacteriological, and biological analyses on water, wastewater, and other samples
Developing and implementing policies: Creating and implementing quality assurance policies and procedures for monitoring, testing, and reporting
Overseeing operations: Planning, organizing, and coordinating the day-to-day activities of the laboratory
Ensuring compliance: Ensuring the facility complies with regulatory and data management requirements
Reviewing data: Reviewing data before it is reported as final, and checking for problems in the data
Collaborating with others: Working with the production team to discuss and fix potential defects
Staying updated: Keeping up with industry standards and customer expectations

EDUCATION

MBA

AMITY UNIVERSITY • 07/2023 – 08/2025

B.TECH BIOTECHNOLOGY

ASHOKA INSTITUTE OF TECHNOLOGY AND MANAGEMENT • VARANASI, UTTAR PRADESH • GPA: 72%

INTERMEDIATE

HAPPY MADEL SCHOOL • VARANASI, UTTAR PRADESH • GPA: 60%

HIGH SCHOOL

HAPPY MODEL SCHOOL • VARANASI, UTTAR PRADESH • GPA: 62%

AWARDS & SCHOLARSHIPS

3 rank at 3 INVITATIONAL • 01/2006

ALL INDIA KARATE CHAMPIONSHIP

Best narrator award

ABHYUDAY

Runner up in face painting

ABHYUDAY

Graduate scientist award –2015

BTSPARK

BLACK BELT in KARATE

AIKIDO

2&3 at CBSE CLUSTER SPORTS 2007–2008 & 2009–2010

CBSE CLUSTER SPORTS

3 at CBSE CLUSTER SPORTS 2009–2010

CBSE CLUSTER SPORTS

SKILLS

Excellent Representator, Flexible, Good Captainship, MS Excel