

# POORNIMA SINGH

Eager to develop and contribute to the organization with my expertise along with earning and envolving with the company's policies.Always having an optimistic approach towards the target and assignments for fostering mutual growth

## CONTACT

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Lucknow

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## EDUCATION

### INTERMEDIATE

Kuwar Ram Baksh Singh inter college hasanganj, unnao ,  
Unnao

May 2015 – Jun 2017

### BACHELOR OF BUSINESS ADMINISTRATION

Modern girl's college of professional studies , Lucknow

Aug 2018 – Jul 2021

## SKILLS

Communication , Critical thinking ,  
Proactive and problem solving Approach ,  
Data enter and analysis , Organized approach ,  
Team player , Good at influencing people

## LANGUAGES

English , Hindi

## WORK EXPERIENCE

### HR RECRUITER

Gs job point, Lucknow

Oct 2021 – Present

Involved in end to end recruitment Process.

Understanding the requirements of the client.

Sourced candidates, pre- screened, shortlist and placed  
candidates directly by using job portals,internet,referrals etc.

Taking proper assessment of the candidates regarding every  
aspect.

Keeping every database of the candidates and the company.

Keep track record of the candidates in MS excel.

Scheduling the interviews and follow-ups

## CERTIFICATION

### WORKSHOP WAS ABOUT FINANCIAL EDUCATION PROGRAM

Security and Exchange Board of India, Lucknow

## DECLARATION

I do hereby declare that all the details mentioned above are  
accurate to the best of my familiarity and confidence.

Poornima Singh

Date