

# Nayntika Singh

## CONTACT

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## SKILLS

- RECRUITMENT
- NEGOTIATION SKILLS
- COMMUNICATION SKILLS
- DECISION MAKING
- MS EXCEL, MS WORD, MS POWER POINT, OUTLOOK
- PEOPLE MANAGEMENT

## EDUCATION

**Hight School (2012) 65%**

Lal Bagh Girls Inter College Lucknow

**Inter(2014) 67%**

Lal Bagh Girl Inter College Lucknow

**BBA 54%**

Lucknow University

**MBA 76%**

Aktu University

**Specialization**

Major HR and Minor Finance

## EXPERIENCE

**I have 1 Year Experience in Webority Technologies**

- Responsible for Recruitment, Onboarding and documentation process on Zoho
- Able to manage both HR and Administrative related duties
- Recruitment – Handling entire process like posting new jobs on various portals, screening resumes, interviews and managing candidates throughout hiring process
- Keeping record of new joiner documents in both

- By mail and paper form
- Responsible to issue joining kit (Laptop/Desktop)
- Keeping records of employee's attendance
- Provide support to employees and solving HR related queries such as leaves, salary, PF etc.
- Time to time updating policies and procedures as per management requirement
- Along with HR share responsibilities I was also handling background verification tracking their performance
- Employment verification, Address verification, ID verification, Education verification,
- Prepared various email formats for different
- HR processes like Offer letter, Appointment letter and exit.

