

## CURRICULUM VITAE

**Aditi Singh**

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**Address:** Lucknow, Uttar Pradesh

### **Objective:**

To be a part of an organization that fosters mutual growth and benefits, seeking a challenging position in order to apply my skills and develop as an individual and for the benefit of the organization.

### **Experience:**

- **HCL Technologies Ltd.**

(December 8, 2022 - March 8, 2023 )

Human Resource Intern

Key responsibilities:

Calling and sourcing the candidates from the given database.

Telephone interviews and screenings of the candidates.

Scheduling job interviews and assisting in the interview process.

Handling documentation.

- **INSPLORE Consultants Pvt. Ltd.**

(August 1, 2022 -September 30, 2022)

Marketing & HR Strategies Intern

Key responsibilities:

Managing client relationships and generating revenue.

Conducting recruitment and selection processes, as well as onboarding activities.

### **Educational Qualification:**

Course	Institution /Board	Year	Marks Obtained
Bachelor Of Business Administration	Lucknow University	Pursuing	
Intermediate	CBSE	2020	68.00%
High School	UP	2018	77.50%

### **Key Skills:**

- Good Communication.
- Leadership Quality.

### **Additional Details:**

- Participated in **61<sup>st</sup> State school basketball Competition 2015-16 Kanpur, Uttar Pradesh.**
- Participated in **61<sup>st</sup> National School Games 2015-16 Basketball Girls U 14 Gwalior, Madhya Pradesh.**
- Participated in **62<sup>nd</sup> State School Basketball Competition 2016 Gorakhpur, Uttar Pradesh.**

### **Personal information:**

Date of Birth : 3rd March 2002

Language known : English, Hindi.

Aadhar card Number : 8946 5173 0130

**Declaration:**

I hereby declare as the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of above mentioned particulars.

Place: Lucknow.

**Aditi Singh.**