

CURRICULAM VITAE

Mrs Ruby

M.B.A (Human Resources)

833/1, Ashok Vihar, Gurgaon

HARYANA

Mobile – 07043397712,09654919520

E-mail Id : rubyanjitsingh@gmail.com

CAREER OBJECTIVE

To secure a challenging position where I can effectively contribute my skills & knowledge as per management Requirements.

WORK EXPERIENCE

- Work in “ **St. Xavier’s school** ”as Teacher from **August 2019 to till date**, located in Mehsana, GUJARAT.
- Work in “**M/s Hi-Tech Industries**” as an **Executive**-Human Resource from **May,2017 to July, 2019**. Located at **Faridabad**.

JOB Responsibility in “St. Xavier’s school”

- Conducting Classes from Class 1st to 8th for English & Math.
- Preparing question Paper sheet for unit test, 1st terminal & 2nd terminal(final Paper)
- Arranging meeting with parents and discussing the developments of children’s.
- Make a schedule for PTM meeting.
- Attend meeting with parents related any queries.
- Methods of teaching.
- Teaching the children the fundamental skill of math and language through various inspiring the students to learn the new thing and shaping their future according to their interest.
- Interacting with each student and helping them to solve their query.

COMPANY PROFILE

“**M/s Hi-Tech Industries**” is a Machining Product for **Automotive manufacturing Industry**.

Major Customers:-Victora tools Engineering Pvt. Ltd., FCC etc.

Job Profile:-

- Acting as the first point of contact for anyone enquiring about a vacancy.
- Coordinate communication with candidates and schedule interviews.
- Updating employee records with holiday requests, payroll changes and any leave due to illness.
- Maintaining employee personnel files.
- Track the daily attendance of the employees.
- Responsible for bills checking and approval through process.
- Daily basis canteen and pantry.
- Make Salary slip.
- Completed Salary on Excel Sheet.

- Deal with employee requests regarding human resources issues, rules, and regulations
- Conduct initial orientation to newly hired employees
- Assist our recruiters to source candidates and update our database.

QUALIFICATION

- MBA(HR) From MDU in 2013.
- B.C.A from D.S.D COLLEGE Gurgaon in 2011
- Passed 10+2 Examination in 2007, St. Michael 'S SR SEC School, Gurgaon .
- Passed 10th Examination in 2005, St. Michael 'S SR SEC School, Gurgaon .

COMPUTER SKILLS

- Good Knowledge about MS-Office (MS-word, MS-power point, MS-excel)
- Well versed in internet.

HOBBIES :- Net Surfing, Listening music & Art & Craft.

Personal Details:

Husband's Name	Mr. Ranjeet Singh
Date of Birth	30 july 1989
Home Town	Gurgaon, Haryana
Nationality	Indian
Marital Status	Married
Excepted Salary	As per Company Norms
Languages known	English/Hindi

Date:-

Place: Mehsana

(Ruby)