

# Pranjal Singh

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Ph: +91 9910298527

Location: Lucknow

Specialization: HR & Marketing



## OBJECTIVE

A Post graduate in Human Resource Management, looking for an entry level Human Resource Administration position to utilize high-level communication skills, leadership abilities, clerical skills, and knowledge of the domain.

## WORK EXPERIENCE

Ziquitza Health Care Pvt Ltd | Lucknow

*January 27<sup>th</sup> 2023 – April 27<sup>th</sup> 2023*

Intern (HR Department)

- Calling potential candidates for screening and recruitment process, guiding them to bring the proper documents for further process.
- Coordinating with my senior managers and handling the candidates in overall recruitment process with document screening, written exams, interview and counselling process.
- Prepared a proper MIS data of candidates on excel and also hard copy files of each and every candidate.
- During my internship I coordinated in bulk hiring of over 1200 medical technician and ALS Ambulance drivers.
- On daily basis I was able to handle crowd of over 60 to 80 candidates and guided them to bring the missing document.
- During Training and Development process I managed and helped candidates filling the joining kits properly with their own hands.
- I managed to supply proper utility, beverages and lunch on time for the candidates during Training and Development process.
- I also coordinated with trainers and doctors during PPTs on site
- Handled operations in back office such as scanning and preparing PDF files, categorizing hard copies, printing letter head, generating ESIC and PF accounts.

## EDUCATION

Post Graduation: Post Graduate Diploma in Management (PGDM) equivalent to MBA from IMS Ghaziabad

Graduation: Bachelors in Business Administration (BBA) from IMS Ghaziabad affiliated from CCS University, Meerut

Schooling: 10<sup>th</sup> & 12<sup>th</sup> (PCM) from St. Joseph's School, Rihand Nagar NTPC, CBSE Board, English medium

## PAST EXPERIENCE

Hold's 1.5 years' experience in Digital Marketing, Search Engine Optimization (SEO), Graphic Design & Frontend Web Development, also carries 3 months experience as tele caller at Hindustan Times Media (Resume Services Department)

## SKILL / TECHNICAL PROFICIENCY

Human Resource Management, Recruitment, Interviewing, Screening, Back Office, Data Analysis, Ms Office, Digital Marketing, SEO, Report Making, Telecalling.

## CERTIFICATION & LISENCE

Certification: Presently doing my Professional Certification Program in DATA SCIENCE & A.I. from Dataisgood

## PERSONALITY TRAITS

- Fluent In English
- Quick Learner
- Punctual
- Creative
- Robust Communication Skills
- Cooking, Reading, Bike Riding, yoga & Exercise

## PERSONAL INFORMARION

Date Of Birth: 27<sup>th</sup> March 1994

Father's Name: Mr. Shyam Singh

Gender: Male

Language: English & Hindi

Address: NTPC Srijan Vihar Campus, Meja, Kodhar, B-19, Prayagraj (UP) Pin-212308

## PERSONAL INFORMARION

I Pranjal Singh hereby declare that the information provided above is true and best of my knowledge.

Date:

(Signature)

Place: