

# VARSHA SINGH



## CONTACT

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📍 Gomti Nagar, Lucknow, Uttar Pradesh

## PERSONAL DETAILS

Date of Birth : 24 January 1999  
Marital Status : Never married  
Nationality : Indian  
Father's name : Mr. Bhola Singh  
Mother's name : Mrs. Sunita kushwaha  
Language : Hindi , English

## SKILLS

Recruitment  
Communication skills  
Team work  
MS office

## INTEREST

Reading books  
Craft work

## OBJECTIVE

To work in an environment which encourages me to grow professionally, where I can utilize my skills and knowledge appropriately and can contribute to the organisation.

## EXPERIENCE

*25th  
November,  
2021 -  
Present*

### **Masters India IT Solution Pvt. Ltd.**

HR officer

I can describe my responsibilities as -

Screening CV's  
Conducting interviews  
Follow-up till onboarding  
Salary negotiation  
Posting jobs over the various job portals  
Sharing test links with candidates  
Sending complete report to the Manager (CEO)

Achievements -

Worked on Performance Management System  
Successfully organised college placement drives  
Worked on various job descriptions along with the concerned authorities.

*1st  
September,  
2021 -  
23rd  
November,  
2021*

### **Aranca**

HR- Intern

I can describe my responsibilities as -

Connecting with 50-60 candidates on daily basis  
Initial screening of CV's  
Conducting 1st round of Discussion  
Scheduling Writing test and further discussions  
Conducting reference checks  
Follow-up till onboarding  
Maintenance of MIS  
Sending complete report to the TA lead and department head

July, 2019  
- February,  
2020

**Policy bazaar**

Associate sales consultant

I worked in Term Department and I can describe my job as listening to customer requirements and present appropriately to make a sale via telephone calls.

## EDUCATION

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2021	<b>Dayanand Academy of Management Studies (AKTU)</b> MBA (HR and IB) 71%
2019	<b>Dayanand Academy of management studies (CSJMU)</b> BBA 71 %
2016	<b>Oxford Model Senior Secondary School (CBSE board )</b> Intermediate 78%
2014	<b>Oxford Model Senior Secondary School(CBSE board)</b> High school 7.8 cgpa