



SANJANA SINGH



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Date of Birth - 08-01-1997

About Me

Dedicated and enthusiastic fresher seeking an entry-level position in Human Resources to utilize strong communication and organizational skills for contributing to a positive and productive workplace.

LANGUAGE KNOWN

- English
- Hindi

SKILLS

- Strong communication and interpersonal skills.
- Basic understandings of HR principles and practices.
- Basic knowledge of Microsoft Office Suit (word, excel, power-point).
- Time management and organizational abilities.
- Attention to details and ability to maintain confidentiality.

EDUCATION

MAULANA AZAD INSTITUTE OF TECHNOLOGY (2020-2022)
MBA with Human Resources - 77%

SRI SATYA SAI COLLEGE FOR WOMEN (2014-2017)
Bachelor's in Commerce with Computer Applications - 67.8%

ST. JOSEPH'S CONVENT SR. SEC. SCHOOL - 12th STANDARD - 78%

ST. JOSEPH'S CONVENT SR. SEC. SCHOOL - 10th STANDARD - 84%

WORK EXPERIENCE

RENTOZO - a start-up company located in Bhopal (Dec 2021 - Jan 2022)

- Assisted in recruitment and selection process, including screening resumes and scheduling interviews.
- Supported HR team in maintaining employee records and filling up details.
- Contributed to organizing employee engagement event and activities.