

RESUME

SIMRAN SINGH

ADD:- H NO. 1238 A SCH NO. 114 PART (1) INDORE ,
M.P 452010

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Career Objective

Aspiring HR professional with a strong passion for learning and contributing to organizational success. Eager to apply my knowledge in recruitment, employee engagement, and HR operations while continuously developing new skills. Committed to supporting a positive workplace culture and optimizing HR processes to enhance both employee satisfaction and business efficiency.

Academic Qualification

- M.B.A in (Public Administration & policy) from Devi Ahiliya Vishwavidhyalaya, Indore (M.P) (UGC NAAC A+ University) in 2024.
- Graduation (B.Com -Hons) from Softvision Institute ,Indore (M.P) (Affiliated with DAVV University {UGC NAAC A+}) (2021)
- 12th from Shri Gujarati Samaj ,Indore (M.P) (CBSE) commerce (2018)
- 10th from St.Arnold's Hr. Sec. School, Indore(M.P) (CBSE) (2016)

Working Experience

Relevant Experience

- **Human Resource Executive**
Infinite Clicks Technology Pvt. Ltd., Indore(M.P)
(February 10, 2025 – Present)

Additional Experience

- Worked as class teacher in a primary school for one year.
- 45 days Internship in Finance Department of Indore Municipal Corporation.
- 25 days Internship in G20 Sherpa.
- 10 days Awareness campaign with AICTSL Indore
- Volunteered in Indore Smart city Conclave(2023)

Achievements

- Basic Tally certified with 'A' Grade.
- Basic computer knowledge (MSWORD ,EXCEL ,PPT ETC)
- Fluent in English and Hindi

Hobbies

- Drawing
- Learning
- Dancing
- Creative writing

Skills

- Assisted in recruitment processes,
- Supported employee engagement initiatives,
- Helped in drafting and implementing HR policies,
- Coordinated training and development programs,
- Aided in payroll and benefits administration,
- Maintained HR records and data

Personal Details

- DOB : 21/01/2000
- Gender : Female
- Marital status : Unmarried
- Nationality :Indian
- Father name : Manoj singh
- Occupation : Business