



SAMRIDHI SINGH

Specialization: Human Resource

CONTACT

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DOB: 20th January 1995

EXPERIENCE

HR Coordinator
Firstsource Solutions Ltd.
Nov'16 – Mar'18

Tasks/Accomplishments.
Early engagement activities & EE
SPOC to U.K based Line of business

Invigilator
British Council Mumbai
Jun'19 – sept'20

Tasks/Accomplishments.
Invigilating candidates appearing
for IELTS exam both LRW &
speaking tests

KEY PROJECTS UNDERTAKEN

Live Project with PRISM HRC
To understand the changed trends
in IT hiring post pandemic
Dec'20 to Jan'21

EDUCATION

Post-Graduate Diploma in Management –1st Year IES's Management College and Research Centre, Mumbai	2022	Average CGPA 3.586/4
B.A.F Kishinchand Chellaram College of Commerce, Mumbai	2016	69.5%
HSC H.R College of Commerce & Economics, Mumbai	2013	76.67%
SSC Matushri Kashiben Vrajlal Valia International School, Mumbai	2011	75.4%

ADDITIONAL QUALIFICATION

- Recruiter Training Course
- HR analytics using MS Excel for Human Resource Management
- MIS training Course
- Developing Emotional Intelligence Program

INTERNSHIP

Summer Intern at E4 Development & Coaching Ltd. (May'21 to June'21)
Project Title: A study of training & Development at E4 India

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

- Participated in Club Activities –RHYTHM
- Participated in Quiz – HR Club
- Participated in Logistics management- Joule festival'14 at K.C College
- Vice-Head at Commerce Club (2012-2013)-H. R College of Commerce & Economics