

CURRICULUM VITAE

MENAKSHI SINGH



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CAREER OBJECTIVE

To scale new horizons through the process of learning in a job which provides for innovative thinking, challenging responsibilities and good career growth.

CURRENT PROFILE

Industry Type : Manpower Services (AMC Provider)
Company Name : Altous India Pvt.Ltd. Lucknow,UP
Job Designation : Admin / Operation Executive
Job Duration : 10 March-2020 to till (Present)

JOB DESCRIPTION:

- Manage the recruitment and selection process.
- Ensure legal compliance throughout human resource management.
- Bridge management and employee relations by addressing demands, grievances or other issues.
- Assisting with the performance management and review process.
- Maintain pay plan and benefits program.
- Relationships with clients/vendor.
- Handling workplace investigations, disciplinary and termination procedures.
- Cold coordinating with customer/clients.
- Giving helpful and engaging presentations.
- Training and developing the team members
- Motivating team members to dream big on achievements.
- Controlling the attrition rate.
- Prepare monthly MIS and circulate to senior management.

PREVIOUS EXPERIENCE

Industry Type : Hospital/ Healthcare
Company Name : Mayo Medical Centre Pvt. Ltd
Location : Lucknow U.P.
Job Designation : Administrator
Job Duration : 01st Sep 2018 to 10 Feb 2020.

General Profile

- Monitoring employee's behavior in the organization.
- Directing and supervising the work of medical staff.
- Maintaining records related to grievances.
- To keep a relationship with attendants.
- IPD & Implants bills along with the stickers arrange on the surgery date or latest.
- Clarify to attendant any doubt regarding bill amount and related services.
- Ensuring that facilities are up to standard and meet current regulatory requirements.
- Monitors and works to improve efficiency and quality of care and service.
- Ensures legal compliance and adherence to accreditation guidelines.
- Maintains and updates recordkeeping systems.

PREVIOUS EXPERIENCE

Industry Type : Banking (Financial Services)
Company Name : HDFC Bank Ltd.
Location : Lucknow U.P.
Job Designation : Internship
Job Duration : 01st July 2017 to 16 August 2018.

General Profile

- Meeting with potential clients to gauge the utility and viability of prospective relationships.
- Ensuring regular contact with existing clients to maintain our company's presence.
- Repairing disengaged or fractured relationships.
- Identifying a range of our offerings that could meet the goal and values of each client.
- Settling client's concerns in a swift and professional manner.

ACADEMICS

- Bachelor of Business Administration (2017) from R.M.L. Avadh University.
- Class XII (2014) from C.C.S. Inter College.
- Class X (2012) from C.C.S. Inter College.

TECHNICAL QUALIFICATION

- Advance Diploma in Computer Application (ADCA) from Career Plus.
- Course on Computer Concept (CCC) from NIELIT

STRENGTHS

- A team player.
- Interpretation (Explanation) and analytical (analyze) skills.
- Highly scrupulous (alert for right/wrong, honesty).
- Persuasive (affecting decision) and good interpersonal skills

INTERESTS

- Reading and traveling
- Taking part in discussions, events, also involved in organizing and managing them.
- Listening Music's and learn new skills.

Personal Profile

Date of Birth 11th Sep 1997

Languages Known: English & Hindi.

Present Address: 631/11 Panchvati Colony Chinhath, Kamta, Lucknow 226028

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