



# AKANKSHA SINGH

FINANCIAL ADVISOR & RECRUITMENT

## CONTACT

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## SKILL

- Good communication skill.
- Organization skill.
- Decisions making skill.
- Training and development.
- Onboarding skill.
- Leadership skill.

## TECHNICAL SKILLS

- MS Office (Word, Excel & PowerPoint)
- Operating system

## CERTIFICATION

- Talent management practice
- Labor law and payroll
- Strategic process in human resources.

## INTEREST



Music



Travel



Photography



Reading Books

## ABOUT ME

To associate with vibrant organization which allows me to put my competencies to the best use and add value to the organization contributing to growth as an individual.

## WORK EXPERIENCE

### FINANCIAL ADVISOR AND RECRUITMENT

HDFC life, Kolkata (WB)

#### Job Profile / Key Responsibilities

- Working experience in HDFC life as a financial advisor since May 2020.
- Provide advices to the individual about best insurance policies.
- Selection of the desired resume for required position using jobsites portal like naukri.com, Monster.com, Shine.com etc.
- Managing the documentations regarding the recruitment process in coordination with department heads.
- Analyzing the queries of candidates regarding joining formalities.
- Utilizing knowledge investment strategies and encouraging the clients to invest for the future.
- Screening, Background verification, approaching, conduction of interview and perform pre and post joining formalities.

## INTERNSHIP / TRAINING

6 month on job training from Mahindra and Mahindra Ltd as HR assistant trainee.

## EDUCATION

10<sup>th</sup> 2012  
HSP SCHOOL (UP Board)

12<sup>th</sup> 2014  
HSP SCHOOL (UP Board)

BBA 2017  
HIMALYAN UNIVERSITY (Lucknow)

PGDM 2020  
Dr. D Y Patil B-School (Pune)

