

MONIKA SINHA

Raghuvendra Nagar Kharadi (Pune), Maharashtra

Contact: +91-7838914306, 9552470453; **Email:** mona.s2693@gmail.com

OBJECTIVE

I am an **Electrical Engineer** with 5 years of experience in **Human Resource & Academic administration** with knowledge of business development and client handling seek to work in an innovative and challenging environment while carving out the niche for personal, professional as well as organizational goals.

SUMMARY OF SKILLS

Dedicated, hardworking and result oriented with a strong will to excel, capable of taking responsibilities independently with a **Bachelor of Engineering in Electrical from Jaipur National University, Jaipur.**

Self-motivated, goal-oriented with a high degree of flexibility, creativity, resourcefulness, commitment & optimism, determined to carve a successful and satisfying career in the industry.

Conceptually strong with an innovative and analytical & systematic approach to the work with an eye for detail. Enriched with the ability to learn new concepts & technology within a short span of time.

- Well developed communication skills with reputation of unwavering accuracy, credibility & integrity.
 - Good knowledge of maintaining records on database
 - Remarkable knowledge of sourcing directly with help of various tools
 - Ability to resolve all issues within required timeframe.
 - Ability to coordinate with all internal and external partners efficiently.
-

WORK EXPERIENCE (Total Exp – 5 years)

CURRENT EMPLOYMENT

Triumphant Institute of Management Education, Pune (Since Feb 2017)

T.I.M.E is India's leading test- prep institute with a pan- India presence, it is today acknowledged as a multi-location Multi- programme training specialist run on corporate lines & offers large no. of management entrance programmes like CAT, XAT, and GMAT.

Counsellor & HR Admin

JOB RESPONSIBILITIES

- Course counselling & career guidance to professionals seeking for higher studies.
- Working as a **recruiter, sourcing, screening, interviewing** and placing direct seasonal hires.
- Assist with staff concerns related to systems and operational issues.
- Centre management & administration work.
- Sales & marketing activity with proper coordination and support of marketing team to achieve a given target.
- Manage the registration/attendances/pre and post course communications with the target audience.

- Manage design team interactions for marketing materials/course brochures.
- Coordinate communications/notices to students.

Indian School of Business Management, Jaipur

ISBM paves a path to early success in life through its fast-track short duration correspondence courses. These courses consist of concepts and case studies that provide broad exposure to relevant business concepts and management specifics.

HR Executive (Exp – 1.5 Year)

JOB RESPONSIBILITIES

- Oversaw a human resources department of 5 team members and their various functions.
 - Effectively liaised between senior management and employees to maintain and improve company-employee relations.
 - Researched, recruited, staffed, on boarded, and trained new company hires according to the needs of department managers and company budget.
 - Administered and processed paperwork related to new hires, job candidates, employment concerns and complaints, and pre-employment tests.
-

EDUCATIONAL CREDENTIALS

Bachelor of Engineering, Electrical Engineering 2015

JAIPUR NATIONAL UNIVERSITY, JAIPUR

Higher Secondary 2011

C.B.S.E (LIONS PUBLIC SCHOOL)

Senior Secondary 2009

I.C.S.E (DE NOBILI SCHOOL SINDRI)

Technical Skills

- Microsoft word
- Microsoft Excel
- Microsoft Power Point

Projects Undertaken

Title Resistive touch screen controlled contact less speed monitoring and controlling of d.c motor with speed limit alerts.

Goal Controlling the speed of DC Motor

Trainings Undergone

- 1 month training at Project & Development India Ltd, Sindri on electricity generation.
- 1 month training at Maithon Power Ltd., Maithon on Hydro Power Plant.
- 1 month training at JK Technosoft as a trainee Engineer.

EXTRA CURRICULAR ACCOLADES

- Participated in the workshop on Electrical Machine, Tools & Wiring.
- Participated in Infosys Campus Connect Business English Program at JNU Jaipur.
- Participated in an event Technorazz as volunteer.

HOBBIES

- Listening to Music, Watching Movies, Visiting Places.

DECLARATION

I here by declare that the above information is true and correct to the best of my knowledge.

PLACE - PUNE

MONIKA SINHA