



# AJAY SINGH

Hello! I'm Ajay Singh, A Prospective Asset Keen On Contributing To Your Esteemed Organisation. As A Business Administration Student, I Bring A Blend Of Enthusiasm And Expertise To The Table. My Ability To Connect With Others And Effectively Communicate Ideas Makes Me A Valuable Addition To Any Team. Rejecting Conventional Limitations, I Embrace Challenges As Opportunities For Innovation And Growth. Let's Collaborate To Achieve Remarkable Success Together!

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## ACADEMIC QUALIFICATION

### MIET KUMAON Haldwani

BBA (Human Resource)(2025)  
1year deploma in computer aplication  
E-Max india(2023)

**Sarswati Sishu Mandir Inter College Rudrapur**  
12<sup>th</sup> Pass Uttarakhand Board (2022).

**Sarswati Sishu Mandir Inter College Rudrapur**  
10<sup>th</sup> Pass Uttarakhand Board (2020).

## WORK EXPERIENCE

### MARS Exploration Pvt.Ltd

HR intern  
I am glad to share that I have successfully completed my Internship at MARS Exploration Pvt.Ltd as a Human Resources intern it was Such a wonderful experience. Company given me the responsibility of posting hiring Advertisements on job portals and coordinating with external Agencies regarding the same, screening potential candidates For the vacancies, organising interviews, sending offer letters To shortlisted candidates, data entry and so on. Apart from These, I also looked after the HR related queries of the Employees and assisted in team building activities.

## SKILLS

Public speaking

Leadership

Compute

Video Editing And Canva Software

Team Building

Crative Mind

## INTRESTS

- Human resource management.
- Business development.
- Passionate about exploring emerging technologies and their applications in HR.
- Operation management.
- Team management.
- Marketing & sales

## COMPUTER PROFICIENCY

Fundamental Of Computer, Windows / Dos, Ms-Office ( Word, Excel, PowerPoint t & Access), HTML/DHTML, Tally, Adobe Photoshop, Video Editing Software ( Adobe Premiere Pro, Filmora & And Other Ai Editing Software), Canva.

## CERTIFICATE

- First Position In District Level Football Competition.
- Second Position In District Level Running Competition.
- Certificate Of HR Intern From MARS Exploration Pvt.Ltd
- ChatGPT For Human Resource by Great Learning.(2024 ).
- Nestle E- Learning Certificate . (2024)
- Video Editing Basics Course by Great Learning.(2024 ).
- Customer services essentials (2024).
- Customer relationship management (2024).
- Tally user interface and company management (2023).
- First position in Miet Kumaon brand
- advertisement quiz (2022).

## WORKSHOP

- USERC WORKSHOP ON APPLICATION OF DRONE IN UTTARAKHAND.(2022)
- HUMAN RESOURCE SKILLS WORKSHOP AT TAREEQA GLOBAL SOLUTION PVT.LTD (2023).

## LANGUAGES

Hindi

English

Kumauni

Bangoli

## ACTIVITIES

Running

Speaking

volunteering

Bulding Connection