

MRINAL SINGH

ONBOARDING EXECUTIVE

CONTACT

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Deep Shakti Kunj Basant
Vihar khazpura Patna 800014

EDUCATION

2021-2023

BANASTHALI VIDYAPITH

- Master of Business Management (HR)

2018-2021

AMITY UNIVERSITY PATNA

- Bachelor of Business
- CGPA- 8.17

SKILLS

- Project Management
- Onboarding
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English
- Hindi

PROFILE

An organized and motivated individual, eager to utilize time management and organizational skills across diverse settings. Strong work ethic, adaptability, and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

WORK EXPERIENCE

- **Astrotalk** MARCH -AUGUST (2024)
Onboarding Executive
 - Onboarding and Profile Creation
 - TFU (Campus Hiring) Interview and Application Support
 - Marathi Onboarding and Profile Creation
 - Operation Executive
 - Document Management
 - Virtual Interviewing and data management
 - Retention
- **Honda** September-December (2022)
Human Resource Internship
 - Recruitment
 - Monitor employee performance
 - Maintaing employee database
- **Max Life Insurance** June- August (2022)
Talent Acquisition Intern
 - Sourcing and Screening
 - Scheduling interviews for the candidates
 - Documentation of the hired Candidates
 - Deriving Employee Referral
 - Vendor empanelment and Vendor Alignment
 - Job Posting on Naukri Portal

CERTIFICATE

Digital Marketing