Shweta Singh singh.shweta691@gmail.com

+91 9920821246

Vashi, Navi Mumbai 400703

**Summary**

* Total **6.3 years** of Working Experience.
* 3 Years of experience in MNCs like **Infosys** and **TCS**.
* 3.4 years of teaching experience in Schools.
* **YouTube Blogger**: Running an Educational YouTube channel with the name of **Global Guru,** link is : <https://youtu.be/mUaT6YFpygc>
* Looking for an opportunity to secure the position ,where I can employ all my skills.
* **Service Management**  with **ITIL4** (Information Technology Infrastructure Library) course Completed From **UDEMY**
* Good communication skill.

**Work Experience**

**Company: TCS**

Designation: Process associate

Duration: 16-May-2013 to 12-Sep-2013

Job Profile: Worked in HRO (Human Resource Operations)

**Company: Infosys Limited**

Designation: Senior Process Executive.

Duration: 17- May-2010 to 2-Oct-2012

Job Profile: Worked in HRO (Human Resource Operations)

**Responsibilities:**

* Handles day to day query raised by employees.
* Thorough review of company policy and resolve employee issues.

**School: Vivekananda Academy**

Designation: Computer Teacher.

Duration: July 2008 to April 2010

Job Profile: Worked as a Computer teacher

**School: SSVM Higher Secondary School**

Designation: Computer Teacher.

Duration: 14th August 2007 to 15th Feb 2008

Job Profile: Worked as a Computer teacher from 6th to 12th Class

**Technical Strengths:**

* **Service Management with ITIL4**
* Complete Microsoft Office
* Fundamental of computer
* Internet
* Visual Basic
* Basics of Networking
* HTML

**Workshop Attended:**

* **Service Management with ITIL 4 ( Course Completed from UDEMY)**
* Written Communication
* High Impact communication.
* Fish philosophy
* Project Commune Care (It was a training program for communication for 3 months by British council certified trainer)
* Success Mantra: Training for interpersonal skill

**Extra-Curricular Activities:**

* Got Spot award in **Infosys** for **highest productivity with 100 % Quality.**
* **Finalist in Infosys Got talent for singing Competition.**
* Got **First prize** in **Infosys** in Sambhrama (Annual Day) for mad ads Event.
* Got Second prize in Infosys for cook without fire event on International Women’s Day.
* Performed Group singing as a Lead role on 15 th August 2013 ,( patriotic song)

**Education Qualification:**

|  |  |  |
| --- | --- | --- |
| **Degree** | **University** | **Year of passing** |
| Diploma in management | IGNOU | 2011 |
| **M.Sc. (Computer Science)** | MCNUJC | 2009 |
| PGDCA | MCNUJC | 2007 |
| **B.Ed.** | BU Bhopal | 2006 |
| B.Com | BU Bhopal | 2005 |
| 12th | MP Board Bhopal | 2002 |
| 10th | MP Board Bhopal | 2000 |

**Personal Information**

**Name :** Shweta Singh

**Date of Birth :** 30-Dec-1984

**Gender :** Female

**Marital Status :**Married

**Husband Name :** Mr. Abhinay Singh(Legal Advisor/Consultant)

**Nationality :** Indian

**Permanent Address :** JN 3 /15/5,Shiv Sagar Apartments, Sec 10,

Vashi, Navi Mumbai, 400703

**Present Address :** JN 3 /15/5,Shiv Sagar Apartments, Sec 10,

Vashi, Navi Mumbai, 400703

**Hobbies :** Singing and Listening Music, Watching movies and watching Astrology and numerology Videos

**Languages Known :** Fluent in English and Hindi and Can understand Marathi

**Declaration**

All the above information is true to the best of my Knowledge.

Date:

Place: (Shweta Singh)