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**SHALINI SINGH**



**EXECUTIVE SUMMARY**

A working professional with 3.9 years of work experience in public relations, team management, business planning & HR management mainly in the education sector. A collaborative & experienced professional with strong personality development training and relationship building skills..

**PROFESSIONAL SKILLS AND INTERESTS**

• Public Relations

• Team Building & Management

• HR Management

• Conflict Resolution

• Communication & Personality Development

• Business Planning

**EDUCATION**

**Bachelor of Technology (Electronics & Communication Engineering).**

Poornima College of Engineering(Jaipur, India)

Overall Percentage: 75.8

**PROFESSIONAL SKILLS DEMONSTRATED**

**KALRASHUKLA CLASSES, JAIPUR Sept,18 – Present**

*Kalrashukla classes is an institute for NEET/ IIT, having 14 branches all across India. With highest number of selections, it is the largest institute of Maharashtra, India.*

**Centre Manager, Rajasthan**

Responsible for working of Rajasthan zone including Business planning to execution.

• **Team management:**

Successfully managed entire team with day today dealings.

• **Project planning and execution:**

Examined the work breakdown structure of session master schedule.

Modeled the baseline of activities and monitoring it regularly.

• **Skill Development Trainer:**

Conducted Motivational seminar and training sessions.

Team motivation and support to enhance individual performance.

**GENSUS EDUTAINERS,JAIPUR January 2016 - Sept 2018**

*It was a start up where young minds were trained to start a Business from planning to execution.*

**Co- Founder & Business Development**

Co -Founded this venture with the help of college friend, in year 2016.

• Public Relations & Business Development -

Responsible for training people, conducting seminars & connecting people.

**POORNIMA UNIVERSITY, JAIPUR July 2015 - March 2017**

*It is one of the top universities of Rajasthan,providing various courses with strength of 7000+ students.*

**Public & International Relations Manager**

•Training foreign students

Conducted seminars for foreign students on Indian Culture.

• **Representative Of University at Public Places**

Successfully conducted meeting with client and got approval for designated task.

**TRAINING CERTIFICATION / AWARDS**

•KANCHANA RATNA - Awarded Kanchana Ratna- 2018 for personality development training and educating youth for start up.

**OTHER RELEVANT INFORMATION**

**Languages:** English (Bilingual Fluency), Hindi (Native)

**Nationality:** Indian

**Date of Birth:** April 24,1993

**Permanent Address**: D/o Kaushlendra Kr. Singh, Raj Colony New Gowodan, Gaya, Bihar

**PinCode :** 823002