Date: ……..

To,

Respected Sir / Madam,

Sub.: **Recruitment on the position of HR Manager**.

1. This has reference to your advertisement published on your university website for the subject position for which I am one of the candidates for the same.

2. In this regard I am sending my updated CV for your kind consideration and necessary action in the matter please.

3. Hope you find the same in order.

Thanking you,

Yours faithfully,

SHASHIBHAN SINGH

CURRICULUM VITAE

Name	**SHASHIBHAN SINGH**
Phone No	9425797454
Email	sb.singh17@rediffmail.com
Address	ATS-2-C-28, JUET Campus, AB Road, Raghogarh, Guna (MP) 473226



Career Objective: To work in a good company where I can use my skills and learn new things.

Education

2008-2009	PG Diploma in Human Resource Development from UPRTOU, Allahabad (UP) Correspondence.
2004-2007	Graduation from Sampurnanand Sanskrit University, Varanasi (UP) Correspondence.
1996-1996	Diploma in Computer Application from DATACEN Information Technology, Renukoot, Sonebhadra (UP).
1994-1995	Diploma in English Shorthand from Hema Typewriting Institute, Renukoot, Sonebhadra (UP).
1993-1993	Diploma in Hindi & English Typing from Hill Toptypewritters, Renukoot, Sonebhadra (UP)

Experience

2023-to date	**PA-II** at Jaypee University of Engineering & Technology, Guna (MP)
2013-2023	**PA-I** at Jaypee University of Engineering & Technology, Guna (MP)
2008-2013	**PA** at Jaypee University of Engineering & Technology, Guna (MP)
2006-2008	**Sr. Stenographer** at (JEL) Jaypee Institute of Engineering & Technology, Guna (MP)
2005-2006	**PA** at IRCON International Ltd (UPSRP-01, Sec.II) Kanpur (UP)
2001-2005	**Stenographer** at IRCON International Ltd (KARP) Allahabad (UP)
2000-2001	**PA** at IRCON International Ltd (VSRP) Renukoot, Sonebhadra (UP)
1998-2000	**Sub. Typist** at Hindalco Industries Ltd., Renukoot, Sonebhadra (UP)
1995-1998	**Stenographer** at IRCON International Ltd (VSRP) Gurmura, Sonebhadra (UP)
1994-1995	**Typist** at Gupta Construction Co., Obra, Sonebhadra (UP)
1998-2000	**Instructor** at Hill Top Typewriters, Renukoot, Sonebhadra (UP) in **part time**

Industrial Training and Project Work

2009-2009	Successfully completed one month Industrial Training & Project Works at Jaiprakash Associates Limited, Guna (MP).

Skills

Good communication
Computer knowledge
Team work
Time Management
Management & Administration of Transport, Accommodation, Guest Houses and Drivers.

Job Responsibility

* Act as **PA To Registrar**.
* Correspondences with UGC, AICTE, MPPURC, MP Govt., AIU, Distt. Authority, Local Agency etc.
* Correspondences of Scholarships such as Jaypee India Scholarship, William Web-Ster Merit cum Means etc.
* Correspondences of Fee concession to wards of Jaypee Group employees working in Jaypee Group at different sites.
* Correspondences of JAL/JIMS (Cons Div) include HR, Civil, Mech., Finance, Store, Appraisal etc.
* Correspondences of Jay Jyoti School include appointment of teachers, staff and principal. Advertisement and calling applications, compiled, scrutiny, calling interview, arrangement for written & interview, appointment, joining.
* Advertisement, calling applications, compiled, scrutiny, calling interview, looking arrangement of written & interview, appointment letter for selected candidate, joining formalities for Medical Officer, Nurses, WEAC etc.
* Correspondences with Govt. / Non Govt. officials in Hindi on behalf of University.
* General Notices of the University for faculty, staff & students.
* Responsible for making Annual Report of the University and Data preparation for Chronicles.
* Independently handled Management & Administration of transport, accommodation, guest houses, medical centre, deployment of drivers etc of 2000 residential campus under guidance of Registrar.
* Speech for VC on occasion of Republic Day, Independence Day, Father of Nation Mahatma Gandhi ji birthday etc.
* Keeping records of built-up area, lost items of students, Café, Annapurna & Medical centre