



# Agrima Singh

## Details

Greater Noida  
India  
8447493733  
[92.agrima@gmail.com](mailto:92.agrima@gmail.com)

## Skills

Ability to work in a team  
Data analysis and interpretation  
Microsoft Office Suite  
Communication Skills  
Handling Pressure  
Empathy  
Cultural sensitivity  
Adaptability

## Hobbies

• Music • Travelling-  
• Occasional reading • Nature  
walks

## Languages

English

Hindi

## Profile

Seeking an opportunity to work with a reputed organization in the field of Human resource, administration and public service. Have excellent verbal and written communication skills. Highly motivated to learn and develop practical skills and knowledge in order to fulfill the objectives of the organization as well as personal growth.

## Education

### Bhartiya Vidya Bhavan's Usha & Lakshmi Mittal Institute of Management, New Delhi

JANUARY 2016 – JANUARY 2018

Post Graduate Diploma in Management (PGDM) with dual specialization in:

- Human Resource
- International Business

**CGPA: 6.59**

### Amity University, Noida

2011 – JANUARY 2014

Bachelor of Arts (Honours) Applied Psychology with specialization in:

Organisational Psychology

**CGPA: 8.19**

## Internships

### Training and Development at Oil and Natural Gas Corporation Ltd. (ONGC), New Delhi

DECEMBER 2013 – MAY 2014

In-depth study of functioning of the organization including the HR policies and procedures. Practical learning about recruitment, Training programs for growth and career development of employees and their performance management, incentives for motivation and retention of employees. I also understood the importance of building good interpersonal relationships.

### Bottom of Pyramid Project (BOPP) at Development Initiative for Sustainable Advancement (DISA), Agartala, Tripura

OCTOBER 2017

Learnt the skills addressing livelihood issues of rural people, value addition and marketing support for sustainable use of natural resources through field activities and direct interaction with rural people, tribals, artisans and Self Help Groups.

JANUARY 2019 – JANUARY 2023

Prepared and appeared in Union Public Service Commission(UPSC) Civil Services Exams. During my preparations, I undertook thorough study and acquired knowledge about Indian Constitution, political science and Governance, Indian History and Geography, Economics, Indian Culture, Environmental and social issues etc. The journey taught me the importance of discipline and time management, resilience and perseverance, stress management, ethics and integrity.