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| PERSONAL DETAILSDOB: 15th December 1995 **Mobile**: 9773698399  **Email**: Uditisingh14@gmail.com  **LinkedIn URL**:  <https://www.linkedin.com/in/uditi-singh1/>  **Permanent Address**  Kashi Enclave colony, Varanasi  **Current Address**  Chandigarh/ Bangalore  **ACADEMIC PROFILE**  **2022**  **PGDM-** We School, Mumbai  **8.86/10 CGPA**  .  **2018**  **77.26 % (Aggregate)**  **(First Div. Hons)**  B. Tech – **CSE**  RKGIT, AKTU    **81.40 %**  **HSC (CBSE)** St Atulanand  Convent School  **2013**    **9.40/10 CGPA**  SSC (**CBSE**)  St Atulanand  Convent School  **2011**      **SKILLS**   * **MS Office** * **MySQL** * **Employee Engagement** * **Power BI** * **Performance Management** * **Design Thinking** * **Adoptive & Agile** * **Handling tough stakeholders** * **Query resolution** * **Coaching & Counselling**   **CERTIFICATIONS**   * **Excel skills for business:** essential from **Macquarie University** (**Coursera**) 2020 * Basic course on **Tableau**   (**Udemy**) 2020   * **HR as a Business Partner by**   **Michael Mc Lernon (LinkedIn Learning)** 2022   * **Talent management by Kathrine Sharon (LinkedIn Learning)** 2022   **LANGUAGES**   * English * Hindi * French (Beginner Level)   **HOBBIES AND INTERESTS**   * Badminton * Chess * Reading Articles * Watching journeys of people * Listening to music * Yoga * Trying new cuisines * Travelling | A person with long hair  Description automatically generated with low confidence **Uditi Singh**  **HR Business Partner**  **Summary**  A result-oriented HR professional with about 2 + years of work experience in HRBP role, with expertise in stakeholder management, employee engagement, employee champion, performance management, learning and development, people analytics, compensation & benefits  **Top** **5 Gallup Strength**: Communication, Achiever, Woo, Activator, Analytical |
| **Work Experience 33 Months** |
| ***Frontizo Business Services (Amazon & Patni group Joint Venture)***  ***Human Resource Business Partner Nov 22’–Present***   * Responsible for overseeing and managing a team of over **600 associates, 25 Team Managers, 3 Group Managers** as an on-site HR Business Partner * Provided **strategic** **HR guidance** and support to the organization, ensuring alignment with business objectives, and fostering a **positive** work environment * Conducted regular needs **assessments** to identify **training and development opportunities** for associates and managers * Collaborate with **cross-functional** teams to streamline HR processes, including **recruitment**, **IJP**, **performance** **management**, and **employee** **relations**, **payroll** * Ensure **compliance** with employment **laws** and **regulations**, staying up to date with changes and proactively implementing changes * Employee **diversity** and **inclusion** **initiatives**, promoting a culture of **respect**, **equality**, and **fairness** by ensuring the **procedural** **justice**. * **Managed to retain controllable attrition** type **every week** and **performed** detailed **analysis** on **attrition** to share in **weekly** and **monthly** businessmeetings**,** worked on **action plans** andmanaged to bring change of **200-300 Bps every month** * Handled **Check-Ins** for all the employees, **and handled 100% of Exit discussions, PIP, Warning** discussions. * Taken **projects** – Metric Champion, Thrive certification, IJP, Annual & Quarterly Rewards and recognition   ***NielsenIq* - *Human Resource Business Partner Feb 22’–Oct 22’***   * Responsible for **maximizing** **employee** **performance** in support of the organization’s **strategic** **goals**. * Balance client success with the needs of the business, working on Performance Reviews, Diversity Initiatives, **Attrition**, **Talent** **Planning** **&** **Review**, **Employee** **Engagement** - Training for employees, **Inductions**, Manager Check\_-Ins, query resolution * Working closely with the **Legal** team, **payroll**, & senior management for a safe workplace & **effective** **policy** for all * Finding ways for **automation** and **streamlining** of internal processes and programs * **Retained 3.5%** of employees by assigning them to a different team and giving them more job responsibility by understanding the scope of the business. * Conducted **One to One Check-Ins** for **33% of the employees** and **handled 100% of Exit discussions** and formalities. * Conducted **POSH training** and **compliance training** with the legal team for more the **400** associates. * Supported **Employee Onboarding process**, and Induction sessions for **100% of new joiners**. |
| ***Xceedance – Software Analyst Programmer Jan 18’–Aug 19’***     * Worked as **a full stack software developer** for a client in the **Insurance** **industry** * **Built**, **tested,** and **deployed** scalable software products, maintained **good** **relationships** **across** **IT** **and Operations** **teams** * **Collaborated** on all the stages of the systems development lifecycle from **contributing** to **requirements** **gathering** to **production** **releases** |
| **SUMMER INTERNSHIP (SIP) & Winter Internship 4 Months** |
| ***Reliance Jio Creative - Talent acquisition and operations Associate* June 21'- Aug 21'**   * Proactively set – up, and supported the delivery of HR Processes and Managed HR driven Projects cross-functionally with 4 Teams within the provided Turnaround time * Built a **strong business relationship** with partners and stakeholders like **25+ colleges**, and universities, and coordinated with top management * Identified and Assisted talent acquisition- sourced CVs, conducted the first round of interviews, lined up Interviews, Conducted HR Orientation - for **50+ interns** and employees alike, and created a complete data repository for 8 profiles * Suggested ways to improve employee engagement and worked with the Jio Labs **Head** on **strategic business matters.**   ***Ernst & Young – Human Resource Intern Oct 21’- Dec 21'***   * Collaborated with the internal teams, Third Party vendors for Various positions * Generated and analyzed HR-related reports using concepts of HR Analytics |
| **Responsibilities and Achievements (Academic, Competitions, others)** |
| **Positions of Responsibility held pre-We School**   * Worked as **Co-Founder** of **Literary** **Council** of college-**BIRDS** (Brilliant Insightful Rhetor's Debonair Society) * Servedas **Sports organizing Core committee member** in **Zonal level** fest**, Event Head, resolved** **conflicts, counselled** junior teammates**, handled** and **coordinated** withteams in **cultural** fest   **Achievements pre-We School**   * **Got** **Pre-Placement Offer** for **full work hours paid Internship 2018** * **Awarded** for **excellent performance** in all the curriculums and activities at college **2018** * **Won** **Second** **Prize** in Badminton in college fest **2017** * **Won** prizes in **literary** **events** (**debate**, **JAM**) **2014-2017** * **Represented** College in **IIT Delhi fest Rendezvous** **2015** |