

SUSHMA SINGH

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Skills & Responsibilities:

- 6+ years of experience in core HR.
- In depth knowledge of recruitment, screening, Hiring & short listing of the candidates as per the requirement.
- Documentation of the new joiners.
- Arranging the induction program for the new joiners.
- Training and Development.
- Evaluation of the performance of the employees.
- Processing the Appraisals of the employees annually.
- Conducting various HR activities to motivate employees.
- Having good knowledge of HRMS.
- Resourceful team player and capable of delivering tasks within stringent timelines.
- Good communication skills, committed, result oriented, hard working with a quest and zeal to learn new skills.

Professional Synopsis:

- ☞ **Currently working as Manager HR at Geton Web Services, Noida from Feb21 till date**
 - ☞ **Worked as as Senior HR Executive in Fluper Ltd (IT Industry), Delhi from July 2019 to Feb 2021.**
 - ☞ **Worked as Senior HR Executive in MARG ERP Ltd (IT Industry), Delhi from Sep 2014 to July 2019.**
 - ☞ **Previously worked as a HR Generalist in Web Arena Technology (IT Industry), Delhi from Jan 2014 to Sep 2014.**
 - ☞ **Started my career as a HR Recruiter in Decent Career (Recruitment Firm), Delhi from Jan 2013 to Dec 2013.**
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Job Responsibilities: -

Recruitment:

- 5+ years of Experience in Technical Recruitment as major of my experience is from IT & Digital Marketing Industry with skills in qualifying, interviewing, reference checking, and salary/offer negotiations.

Motivating and Mentoring employees:

- Motivating and mentoring Employees for their growth
- Disciplinary Action & Administration:
- As per the organizations need and goal periodically preparing and rolling out the new policies. Owing the responsibility for the execution of the same.

Training & development:

- Induction training.
- Identifying the training needs for teams from different departments in consultation with HODs.
- Organizing internal training programs and getting feedback from employees.

Performance Management / Appraisals:

- Planning and timely completion of midyear and annual performance reviews.
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- Preparing Confirmations / Promotions/ Increments.
- Distributing and documentation of annual appraisal letters in personal files of employees.
- Data analysis by appraisal forms and preparing performance MIS reports.

Other HR Activities:

- Assist HR Head in implementation of the organization's HR Processes.
- Personal File Management
- Providing MIS reports with analysis to the top management on Recruitment Status & Attrition Analysis.
- Providing Induction, the new joiners, overview the organization structure with PPT presentation.
- Issuing Show cause notices, Warning letters, Termination letters for the concern Employee and asking for their explanation.
- Conducting Exit interviews, Employee Final Settlements, relieving procedures and employee coordination.

Relations:

- Resolving employee grievances in a prompt manner and develop faith in employees towards the management.
- Addressing employee queries regarding payroll, Attendance, HR Policies, Leave Details etc.
- Conducting employee engagement activity to engage the employee with organization

Exit Formalities:

- Tracking of resignations happening and resignation approvals from dept.
- Documenting of Exit Interview forms.
- Full and Final (FNF) settlements.
- Coordinating with dept. to get clearance for employees.
- Creating Work Experience Letter and Relieving Letters.

Academics: -

- **Master's in business administration (MBA)** from RKGITW, Ghaziabad
- **Bachelor's in science (Biology)** from V.B.S. Purvanchal University
- **10 + 12th** from Kendriya Vidyalaya

Personal Profile: -

Date of Birth : 19th April, 1988
Marital Status : Unmarried
Languages Known : English & Hindi