

Anupam Singh

+91-9717581037 anupamgun@gmail.com

7yr9m Indirapuram, Ghaziabad 201014

Gender: Female

Preference: Delhi/NCR, Noida, Greater Noida

Current: **Assistant Manager-Corporate HR** at **Minda SAI Limited**

Highest Degree: SPM Certification from **XLRI, Jamshedpur**

Notice Period : Negotiable

WORK SUMMARY

HR Professional with **~7.9 years of rich experience in Automobile/ Ancillary, Consumer Durables, Manufacturing & Engineering Sector.**

Aspiring to join an organization and a challenging position which demand dedication & hard work where my skills, competencies and pragmatic approach can be put into use to translate into improved growth & profitability of my organization as well my personality as a human being and as a Human Resource Management Professional.

EDUCATION

Professional

- Enrolled/In-Process for EDP Certification in **Strategic Performance Management course** from **XLRI, Jamshedpur**
- Master of Business Administration – HR & Operations**, 2016, A" Grade
NIMS – National Institute of Management & Solutions, New Delhi
Educational
- Bachelor of Business Administration – Management**, 2013, A" Grade
NIMT– Northern Institute of Management & Technology, New Delhi
- 12th Commerce – Kendriya Vidayala No.3 Agra**, 2010, 82%
- 10th – Kendriya Vidayala, NTPC Dibiyaapur**, 2008, 80%

WORK EXPERIENCE

Assistant Manager-Corporate Human Resources - (Jul'17 to Till Date)

Spark Minda, Ashok Minda Group-Minda SAI Limited, Greater Noida

One of the leading highest turnover entity of Spark Minda, Ashok Minda Group, manufacturers of Wiring Harnesses and Battery cables for Commercial Vehicles, Utility Vehicles, 2/3 wheelers & Off-road vehicles. Turnover 1032Cr. Strong Workforce more than 5,000 people. Supplying to leading OEM's in 5 countries and having 9 Manufacturing facilities across PAN India.

ROLE: Acts as a first point of contact to provide way out & support for individual employee needs & HR processes.

Reporting to GM & Business Vertical Head-HR, being a member of Corporate HR team assists them in entire gamut of HRM processes.

Career Highlights:

- Collaborated with business in building up strategy to sketch out the plan of manpower hiring and other HR Initiatives
- Responsible for manpower analysis and preparing manpower budget, consolidating the related requirements;
- Sourcing candidates based on approval headcount/headcount requisitions;
- Align and drive the Talent Management (Acquisition, Retention & Development) Strategy to achieve Business Objectives
- Contributing to long term goals and people development (succession planning and c-suite talent acquisition): Responsible for middle management's level hiring's for the business vertical;



KEY CHARACTERISTICS

Transferable & Adaptive Skills:

Applies judgment ensuring integrity & confidentiality	Proficient with Leadership / Team work skills
Exemplifies a Positive attitude	Participate in numerous projects,
Oriented with documentation skill	Approachable and responsive resource
Agility and Learning Ability	Admirable with Cultural Sensitivity
Demonstrates understanding of key cross- functional concepts	

Job Related Core Functions & Skills:

Strategic HR- Talent Management	Organizational Development
Compensation Benchmarking	Internal Customer & Employee Satisfaction Survey
CSR & Branding	Capability Development
HR System & Policy Execution	Employee Engagement
Handling PMS	Payroll Management
Data Analysis	HR Automation



TECHNICAL EXPOSURE

- Aptitude with Office Automation and Analytical Tools:**
Microsoft Office Suit (Excel, Data Analysis, MS Word, PPTs, Outlook) & other web-based apps
- Familiarity with HRM Packages:**
 - Talent Management: Online Module & Recruitment Assessment Test Tools
 - Online Employee Onboarding & PMS
 - Attendance & Leave Management System (Peoplestrong, Savior, Saral Paypack & RealSoft)
 - RAMCO (HCM Virtual Works),
 - Various WebEx Communication forums

- f) Hands on 'wing to wing' recruiting activity for various business lines, identify top talent for specific job requisitions, (Predominantly a mix of external hires, internal moves-IJP, sourcing & assessment via utilizing web portals, social media, managing employee referrals, search partners, using active candidate pipeline)
- g) Interviewing & evaluating candidates as per available JD, Assessment tools, References & Technical screens;
- h) Effectively closed open positions within agreed timelines & cost, Establish a talent pool ready to fill key roles;
- i) Identify development and retention plan for key players and succession candidates;
- j) Actively engaged in the preparation and end to end lead coordination of **Pre-Post Joining, Induction formalities, implementation of induction framework**, conducting timely review of the same (Pre-employment Assessment, Reference Checks, Persuading on-boarding kit, Circular of welcome mails etc.)
- k) Responsible for HR Transactional Activities: **Internal Customer Satisfaction & Employee Satisfaction Survey** - Developed, Administered & Analyzed with the countermeasures;
- l) **Compensation & Benefits Benchmarking**: Robust exercise on internal and external salary benchmarking for all the positions, segregated them into job families and derive the salary range for each unique role. Responsible for suggesting appropriate salary grade placement and adjustments consistent with external competitiveness;
- m) Coordinating **Employee Engagement** activities, Ensuring Adherence of the **Employee Engagement Calendar**;
- n) **Employee Grievances**: Spoc for addressing, routing and ensuring closure of grievance within time line;
- o) Supporting & Coordinating in HR transition through **Revamping HR policy**, practices and guidelines;
- p) **HR Data Analytics**: Analysis of all HR manifestations, Attrition Analysis, Monthly HR Dashboards (Tracking the TAT, Source wise recruitment data and Recruitment Tracker), Preparation & Submission of various adhoc monthly/annually progress **MIS** reports as per the KRA assigned;
- q) **Payroll Management**: Responsible for handling monthly payroll, Leave / Attendance Management: Managing Leave leave records of all the employees and annual leave reconciliation and encashment process, separation etc.
- r) Re-Engineering **HR Process Automation** and ascertaining scope of **Improvisation** and fixing them;
- s) Involvement in **Organizational Restructuring**; driving the people elements of transformation and change. Coordinating culture and **change management and transformation** across the company. Collection of Data, Preparation of RASCI Charts & AS-IS Structure, One on One Interaction with HOD's with EY Team, Explaining Change Approach and Vision, Confirmation and Announcement;
- t) **Capability Development**: Supporting in organizational capability development, Referring Competency Matrix, Talent Assessment and conduct programmes as per the gap analysis, Oversight **Training & Development**, Assessing Employees as per the TNI Analysis, Preparation of the Training Calendar, Involvement and Preparation of Annual Training Budget and Development Plans, Oversight the selection of the courses and contents, classification of "Needs" into external /Internal, Execution- announcement of programmes, nominations with approval, Invitation/ Confirmations, pre-post feedback by participants for measuring the effectiveness of the trainings, participants Self Evaluation within 3-5 months and Evaluation by Manager too;
- u) **(Performance Appraisal Process) Performance Evaluation & Review**: Lead in running and closing the annual increment/appraisal cycles. Facilitate in completion of annual and periodic talent management discussion, Mid-Year & Final Year performance evaluation & aligning R & R policies accordingly, assisting employees in understanding the performance measures and work areas, ensure timely completion
- v) Undertaking all the other assignments as directed by HOD from time to time;
- w) Involvement in other HR duties as needed likewise **CSR & Branding Activities & Reviews** at BG Level;
- x) Continuously striving to foster a healthy relationship with the all the HOD's and colleagues;
- y) Participating in HR-projects on a cluster/ market level;

Highlights:

- a) Certified Conflict Management Expert & Internal Trainer on behavioral skills by ACMA & CII
- b) Awarded as "**Women HR Professional of the Year**" from HR Association of India
- c) 2 times won Lead involvement **Award in Best Employee Engagement Practices, CSR & Branding Strategy**
- d) Designed & Presented Annual Employee Engagement Event (Quiz Competition) at Business Group Level
- e) Involvement in handling practices under renown "**Golden Peacock Award**" for Excellence in HR
- f) Monitored & Lead the project "**Great Place to Work**" Certification & Recognition of Minda SAI Limited in first attempt
- g) Designed and developed Welcome Kit and employee handbook for newly boarded employees.
- h) Received various appreciations awards, Driven Friday Fun Hours & Other HR Initiatives to outreach engagement events

KENT RO Systems Limited, Noida (Dec'16 to Jul'17) (8m)/ Senior Executive

One of the Indian Healthcare Products company. Manufacturers of water purifiers, based on the process of reverse osmosis.

Tachyon LED Solutions Pvt Ltd, Noida (Apr'14 to Dec'16) (2yr8m)/ Senior Executive

Tachyon LED Solutions Pvt. Ltd is a leading manufacturer of LED Lamps and supplier of Havells, Display Boards.

Tech-Savvy Engineers Pvt Ltd, Noida/ Dassault Systems (Principal Employer) (Jun'11 to Apr'14) (2yr4m)/ Executive

Tech Savvy Engineers is an Engineering firm, and Partner of Solidworks 3D CAD Software & has been in the forefront of Delivering CAD/CAM/CAE Solutions in the areas of Product Design



TRAININGS/ EXTRAMURAL ENGAGEMENTS & LEARNINGS

- Holds the distinction of planning and participating in various seminars and conferences etc
- Attended Online Interactive Programmes organized by Naukri.com
- HR Programme from ACMA, CII, SHRM, NHRD, Mahindra & Maruti Suzuki (MACE)
- Undergone 2day workshop of TTT (Train The Trainer) Training to developed leadership skills
- Functioned as an **Active Volunteer** with the Nationwide for the cause: HELPAGE INDIA
- Involved in the Mahindra HR Excellence Awards for SBCB (Supplier Business Capability Building) under L&D Pillar



ACADEMIC ACHIEVEMENTS

- Represented KV Jagdishpur at school level Drawing Competition
- **Was Gold/Silver/Bronze Medalist** in Athletic meets, cultural festivals and sports events
- Symbolized KV NTPC Dibiyaapur at School Level Mathematics Olympiad
- Stood 1st in Class XI and 2nd in Class XII (Commerce Stream), Subject topper of Accountancy during HSC
- Lead scout and guide of KV Sangthan, Won Several **Prizes in debates and elocutions** during schooling Programmes



AREAS OF INTEREST & PASSION

- Have a flair for dancing (Contemporary & Indian classical)
- I am a Bike Rider and keen to travel extensively in my free time
- I enjoy playing Puzzles, Guitar and Basketball, Reading all kinds of books, etc.
- Photography & presenting own web page on Instagram and Facebook called i.e. #theartsy picturesque
- Relishing unplugged musicals & volunteer at my local kitchen



ADDITIONAL SKILLS

- **Other:** Soft Skills, Interpersonal Skills, Organizing events, Convincing Skills.
- **Linguistic:** English, Hindi
