Richa Singh

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Summary

Skilled HR professional with a strong foundation in recruitment and administration, ready to bring valuable experience from the education sector into a corporate HR role.

Work Experience

HR Manager at The Pillars School (Gorakhpur, *Uttar Pradesh*)   *July 2023 - August2024(1.1year)*

- Led **end-to-end recruitment** of teaching and non-teaching staff, ensuring the right talent fit for institutional culture.
- Managed **admission processes**, maintaining accurate records and ensuring a smooth onboarding experience for students and parents.
- Handled **attendance and leave management** using manual and/or digital systems, ensuring compliance with institutional policies**.**
- Conducted **employee orientation programs**, introducing school policies, culture, and expectations to new staff members.
- Maintained and organized **HR documentation**, including employee records, offer letters, contracts, and policy acknowledgments.
- Carried out **background verification** for all new hires, including document checks, reference verification, and compliance with school standards.
- Documented and circulated **minutes of meetings**, ensuring proper communication of decisions and action points across departments.
- Supported in **employee engagement activities**, fostering a positive work culture and improving staff retention
- Coordinated with finance for **payroll support**, leave encashments, and related queries.
- Assisted in **policy implementation** and ensured adherence to school HR procedures and code of conduct.

Intern at BYJU'S**(Delhi)**   *September2013 - November2013(3 months)*

- Contacted clients to promote services and support outreach initiatives.
- Assisted with HR coordination and administrative tasks.
- Supported team efforts in enhancing brand presence and communication.

Technical Skills

- Talent Acquisition
- Employee Onboarding
- Attendance & Leave Management
- HR Documentation
- Communication Skills
- Employee Engagement
- Conflict Resolution
- Team Collaboration
- Time Management
- MS Office & IT Basics

Education

Bachelor of Commerce, Dyal Singh College, Delhi University   - May 2015
MBA, Kalinga University   - June 2021

Courses and Certification

Certifications, Course on Computer Concepts

National Electronics & Information Technology Institute under Ministry of Electronics& Information Technology implements ccc. It aims at integrating necessary programming and basic concepts to use computer.