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.