

CURRICULUM VITAE

Name: Vivek Kumar Singh Mob:

- 8102805740

Email Id: - yashvivek.8855@gmail.com

Personal Details :-

Father's Name : Vijay Kumar Singh
Date of Birth : 15th Feb 1995
Present Address : Village –Jagdishpur, Post + PS –Bhagalpur
HatDist –Siwan, Bihar
Pin - 841408
Gender : Male
Nationality : Indian
Language Known : Hindi & English
Marital Status : Married

CARREER OBJECTIVES

Accomplished Manager HR & Administration with solid foundation in hiring & recruiting, excellent staff, managing salary & payroll, Employee engagement and Retention, scheduling meetings, Maintaining a smooth on boarding process, Handling workplace investigations, disciplinary, and termination procedures, payroll, budgeting, maintaining physical and digital records, monitoring inventory of office supplies, ensure smooth running of all administrative function, training and communicating with vendors. Prolific in organizing prioritizing and maintaining Hr and Administrative procedures. Confident in overseeing progress and making independent decisions to optimize process

EDUCATIONAL QUALIFICATION

Academic Qualification	University / Boards	Year of Passing	Percentage
10 th	B.S.E. B	2009	58.04%
12 th	B.S.E. B	2011	66.08%
B.sc	J.P University	2011-2014	72.25%
MBA (HR)	Amity University	2014-2016	81.60%

OTHER EDUCATIONAL QUALIFICATION

Academic Qualification	University / Boards Exam Passed	Year of Passing	Grade
HR & Analytics Management	Amity Future Academy	2020	A+

WORK EXPERIENCE

- ❖ **4 Years and 4 Months experience in Amity University as Sr. Executive HR & Administration (2017–2021).**
- ❖ **2 Years and 7 Months experience in Farmerface Agriculture Technology & Research (OPC) Pvt Ltd as Manager HR & Administration.**
- ❖ **1 Years 4 Months experience in Stellinox Stainless Private Limited as Manager HR & Administration.**

Monitored office inventory supplies with excellent attention to detail and purchased required new material within budgetary constraints. Planned and coordinated conferences, interviews, training sessions and other office events, overseeing logistics & catering. Liaison with logistics suppliers to check timeframes and schedules for timely deliveries. Oversaw general office activities such as recycling and building maintenance, working closely with third-part contractors. Supervised and task employees, including payment coordinators, billing coordinators and general clerks. Oversee all staff engagement for the country office and manage the new hire orientation and exit process. Hosted office meetings with staff to answer questions, resolve issues and keep employees informed of changes. Prepared reports and financial statements to assist management in strategic planning and decision making.

SKILLS

Salary and Payroll management
Hiring and Recruitment
Statutory Compliance Management
Setting an Ideal Work Culture
Workplace Policies
Maintain Employee Records
Maintaining employee and workplace privacy
Skill Metrics
Client account management
Regulatory requirements
Budget and invoice management

Training and developmental skills
Strategic talent management
Performance Management
Job Analysis and Design
Resolve Conflict
Promotions & Appraisals
Manage Compensation and Benefits
Month end accounting
billing and reconciliation
General office administration

EXTRA CURRICULAR ACTIVITIES, MEMBERSHIPS.

Hobbies

: Listening to music, Playing Cricket

Language Known

: English & Hindi

Computer Skills

: Knowledge of TCS ION (ERP), Tally 9.0, Microsoft Word, Excel, Publisher & Power Point

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

Date:

Place:

.....
(Vivek Kumar Singh)