**MBA in HR & Marketing with 5 Years’ Experience as Human Resource.**

**Address:-**

**Current Location: Ahmedabad, Gujarat. Contact:- 6394360856 Email- nehasinghrsmt@gmail.com**

**Carrier objective**:- To work with an organization that provide me scope to utilize my management skill, enhance my knowledge, experience, to be part of a team that enthusiastically work towards progressive and result oriented growth of the organization.

**PROFESSIONAL EXPERIENCES**

1. **Indusind Bank ltd. As Regional Manager HR** on grade of Deputy Manager from 12-Jan-22 to till date.

Looking for hiring of retail assests product end to end. In this role I am responsible for below activities:-

* Souring talent (through social media & job portals)
* Employee life cycle ( application tracking to on-boarding by andreline software)
* Disciplinary actions
* Payroll closure
* End to end documentation
* End to end hiring & onboarding
* Transfer, deputation & other activities
* Offer generation ( through andreline software)
* HR Database management

1. **IIFL** as Zonal Executive- Recruitment & Employee engagement on the grade of Assistance Manager from 15 Nov 21 to 11-Jan-22.

**Key Responsibilities**:-

Hiring of candidates for Securities & waelth management group. Looking for end to end talent acquisition part.

Sourcing by using Naurki, LinkedIn, Social media & other channels.

1. Utkarsh Small Finance Bank Ltd. as a Senior Executive- HR & Training. from 4th June 2018 to 12 Nov 2021.

**Key Responsibilities:**

Talent acquisition:-

* Managing the complete recruitment process of entire business.
* Mobilizing human resource from various sources like Employee reference, Social network (LinkedIn, WhatsApp and Facebook), Consultant, Use of Job sites (Naukri.com), existing databank and Campus Recruitments.
* Sourcing and Screening resumes, conducting recruitment drive, scheduling and interviewing to selected candidates by face to face or virtual, discussing offer and issuing offer letter, fixing the grades, making of salary fitment.

Human Resource Management**:-**

* Arranging Induction/orientation program of the new employees.
* Onboarding process for new joiner and collected document
* Background reference check to the selected candidate before joining.
* Generate offer Letter(All retail banking profiles starting from Sales Executive till Vice president level, also looking for hiring of **niche** profiles of all vertical)
* Releasing of offer letter more than 100 every month to achieve BUP within TAT.
* Coordinating with bank and issuing letter for salary account opening.
* Branch visit in a month
* Maintain Active & regular communication with Stakeholder’s.
* Relationship Management with Stakeholder’s, Candidates & Outsource Agencies.
* Grievances handling, IJP,

Other Accountabilities:-

* Maintaining employee relation through branch visits and conducting counseling for them.
* Handling HR activities including training, policy formulation
* Updating HRMS database for employees.(Handling HRMS new Joiner details and Employee code creation, Promotion, Confirmations and Exit staff details)
* Coordinating with bank and issuing letter for salary account opening.
* Responsible to create BUP plan for Retail branch banking recruitments.
* Organization event, Maintaining Anniversary gift data and stock
* Maintaining daily and monthly reports and also ensuring data reached to zonal team on time.

Organization: Outlook Group of Magazine. Delhi (8th June 17-8th Aug 17)

**Designation: Summer Trainee**

**Project Title:** Analysis of Conversation Rate & Optimization through Digital Marketing at Outlook.

Objectives:

* To increase the subscription in number and to increase subscription of existing tenure.
* To enhance the sales.
* To promote the brand of Outlook through online subscription.
* Responsibility of dealing with B2C on cold calling and to achieve given targets.

Complete two weeks winter internship from “**Dainik Jagran**” from 1st Jan, 16 to 14th Jan, 16.

**Certifications:- Completed more than 9 certification on Policies of Utkarsh group.**

* Certified in AML & KYC Policy
* Certified in Prevention of Sexual Harassment (POSH) at workplace.
* Certified in Cyber Security Policy
* Certified in Counterfeit Note Policy

**Awards & Achievements:-**

* Participated in Srijan-3the Creativity Continued as a volunteer.
* Participated in Inter College Competition SRIJAN-2 and won First Prize in 8th Nov 2014.
* Participated in SRIJAN-The Creativity Begins at RSMT won Third Prize in 28th Nov 2013.
* Rewarded for “Best Creative Scintillating Forum” .
* Participation in Annual Day Functions.
* Participation in International Seminar on “Socio Technical Frontier of Global Management” at RSMT from 4-5April 2014.
* Participated in International Seminar on “Vision for Varanasi-Approach to City Management” in association with Municipal Corporation Of Varanasi and Washington State University7-8th Feb 2015

**Scholastics**

* **MBA(HR + Marketing)** from RSMT. Affiliated from A.K.T.University.
* **BCA(software engineering)** from RSMT. Affiliated from A.K.T.University
* **12th** from U.P. College, Uttar Pradesh.
* **Matriculation** from U.P. College

**INTERESTS**

* Listening to music
* Traveling

**PERSONAL DETAILS**

Spouce Name : Pradeep Kr Singh (Working with Zydus Cadila at Ahmedabad, Gujrat).

Date of Birth **:** 1 May 1996

Nationality : Indian

Marital Status : Married

Languages Known: English & Hindi

***Resident Address***: Near Jodhpur Gram, Anand Nagar Circle, Ahmedabad, Gujrat.

[I hereby declare that the Information furnished by me is correct and in the best of my knowledge]

**Date:**  **Neha Singh**