

# Chandan Kumar Singh

## SR. EXECUTIVE HR

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### PROFESSIONAL SUMMARY

Dedicated and performance-driven **Human Resources Executive** with strong experience in managing end-to-end HR operations, payroll, and compliance processes. Skilled in HRMS systems, employee engagement, and workforce management, with proven ability to streamline administrative workflows and ensure statutory compliance. Known for implementing structured processes, driving policy improvements, and fostering a disciplined yet employee-friendly workplace environment. Demonstrates exceptional adaptability, analytical thinking, and a continuous improvement mindset aligned with organizational goals.

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### WORK EXPERIENCE

#### ✦ HR Executive | Brawn Laboratories Ltd.

June 2025 – Present | Faridabad, Haryana

As an **HR Executive at the Centralized HR Department** of Brawn Laboratories Ltd., I am responsible for managing multi-location HR operations across various branches of the company. I ensure consistent implementation of policies, compliance, and workforce coordination between the head office and all branch locations. My role bridges strategic HR execution, data accuracy, and administrative efficiency to support business continuity across all units.

##### Key Responsibilities:

- Overseeing **contractual workforce management** through HRMS, ensuring coordination between Admin and Time Office teams across multiple branches for smooth workflow and compliance.
- Supervising **end-to-end payroll management** of both permanent and contractual employees across all locations, ensuring accuracy, timely disbursement, and adherence to statutory guidelines.
- Managing **stipend employee payroll and attendance**, ensuring accurate records and proper cash-based disbursement in compliance with company norms.
- Administering **EPFO and ESIC compliance activities** including employee registration, monthly filing, claim processing, and documentation for all branch offices.
- Handling **multi-location HR coordination**, supporting branch HR representatives with onboarding, attendance, grievance handling, and documentation consistency.
- Supporting **centralized recruitment operations**, assisting in manpower planning, candidate sourcing, and onboarding for different sites.
- Actively participating in **SOP creation, implementation, and enhancement**, standardizing HR processes across branches to ensure uniformity and operational efficiency.
- Preparing **HR analytics and MIS reports** to support management in decision-making, manpower optimization, and compliance tracking across branches.

##### Key Achievements:

- Successfully implemented centralized attendance and payroll tracking across multiple company locations.
- Played a lead role in aligning branch-level HR practices with head office standards, ensuring procedural consistency and compliance.
- Contributed to the creation of new SOPs that streamlined communication between head office and regional HR teams.
- Reduced manual errors and improved reporting speed by integrating HRMS-based attendance validation across sites.

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## ✦ HR & Admin Executive | Motherson Sumi Wiring India Ltd. (Wiring Harness Division)

May 2023 – June 2025 | Faridabad, Haryana

At Motherson Sumi, I developed a strong foundation in **time office management, payroll processing, statutory compliance, and employee relations**. I was responsible for executing HR operations in alignment with company policies and labor regulations, contributing directly to workplace discipline and operational efficiency.

### Human Resource Department (HRD) Responsibilities:

- Conducted **end-to-end recruitment processes**, including candidate sourcing, screening, scheduling interviews, and final onboarding.
- Managed **PF and ESIC compliance**, employee declarations, UAN/IP generation, monthly filings, and withdrawal settlements.
- Organized **employee induction and orientation programs** to ensure smooth integration and awareness of company culture and safety protocols.
- Utilized **E-Pay and Savior HR software** for payroll processing, attendance management, and data reporting.
- Monitored **employee performance, attendance, and leave records**, ensuring consistent data accuracy.
- Supported **employee engagement activities** and grievance handling to maintain a motivated and disciplined workforce.

### Administration & Time Office Management:

- Implemented and monitored the **5S methodology (Sort, Set, Shine, Standardize, Sustain)** for improved workplace organization.
- Maintained detailed **records of housekeeping materials, stationery, and medical supplies** to ensure timely stock availability.
- Verified **daily attendance, late entries, early exits, and overtime approvals** to ensure punctuality and discipline.
- Managed **salary preparation**, including overtime, arrears, leave adjustments, and reimbursements with precision and accuracy.
- Prepared and maintained **Muster Roll Registers, manpower summaries, and daily MIS reports** for management review.
- Coordinated **Full & Final (F&F) settlements**, ensuring compliance with statutory payments and documentation.
- Handled **NAPS (National Apprenticeship Promotion Scheme)** processes—registration, stipend tracking, and claim documentation through government portals.

### PF & ESIC Compliance Management:

- Administered **end-to-end PF and ESIC activities**, including registrations, returns, and audits.
- Supported employees in **PF transfers, withdrawals, and ESIC benefits**, offering proactive guidance and assistance.
- Ensured timely submission of monthly statutory reports and maintained accurate compliance documentation.

### Achievements:

- Played a crucial role in improving payroll accuracy and audit readiness.
- Automated attendance validation and MIS reporting, reducing manual work and error rates.
- Recognized for maintaining punctuality and discipline in the factory premises through effective time office monitoring.

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## ACADEMIC QUALIFICATION

- ◆ **Post Graduate Diploma in Human Resources Management** | 2025-2027  
**Deshbandhu Collage(IGNOU) New Delhi, India**
  - Relevant English Honors and Public Administration
  - Passed in the 2025
- ◆ **Bachelor of Arts in English & Public Administration** | 2023-2025  
**Deshbandhu Collage(IGNOU) New Delhi, India**
  - Relevant English Honors and Public Administration
  - Passed in the 2025
- ◆ **12th & 10th** | 2021-2023  
**KGBVS (New Delhi) & Novel Creative Academy(Bihar) , India**
  - 12<sup>th</sup> with Science Stream, Math's, Chemistry & Physics
  - 10<sup>th</sup> With Math's & Science

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## KEY SKILLS

- **HR Operations Management** – Payroll, Leave, and Attendance
- **HRMS & Software Tools** – E-Pay, Savior, Excel Automation
- **Statutory Compliance** – PF, ESIC, Labor Laws
- **Recruitment & Onboarding** – End-to-End Hiring and Orientation
- **SOP Implementation & Policy Development**
- **Employee Relations & Engagement**
- **Analytical & Process Optimization Skills**
- **MS Office Suite | Excel VBA | HR Data Reporting**

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## CORE STRENGTHS

- Confident communicator with a positive and disciplined work ethic.
- Fast learner with strong adaptability to new processes and technologies.
- Detail-oriented approach ensuring accuracy and compliance in all deliverables.
- Skilled multitasker capable of managing pressure and tight deadlines effectively.

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## HOBBIES

- Traveling, Listening to Music, Singing, and Exploring New Technologies

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## PERSONAL DETAILS

**Father's Name:** Chandeshwar Singh

**Mother's Name:** Chanda Devi

**Date of Birth:** 31 May 2003

**Gender:** Male

**Nationality:** Indian

**Marital Status:** Unmarried

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## DECLARATION

I HEREBY DECLARE THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

PLACE: FARIDABAD

DATE: \_\_\_\_\_

SIGNATURE: