

# Anu Singh

Office Admin professional experience, specializing in training and development. Successfully led the design and rollout of a company-wide training program, boosting employee productivity by 25%. Known for strong leadership, effective communication, and the ability to drive employee engagement and growth in both small and large organizations.



## Work Experience

### Human Resources, Electric One Private Limited

2024-Present

- Recruitment and onboarding
- Attendance tracking and payroll coordination
- Handling employee grievances and disciplinary issues
- Organizing training and development programs
- Supporting employee engagement and performance management
- Managing onboarding and exit processes
- Coordinating internal events and activities

### Administration Executive, Electric One Private Limited

2021 - Dec 2024

- Managed daily office operations and administrative tasks
- Handled document management and internal communication
- Scheduled meetings and supported senior management
- Coordinated with vendors and maintained office assets
- Assisted HR and payroll processes
- Tracked budgets and expenses
- Helped organize company events and programs

## Educational Background

### MBA in Human Resource

Symbiosis University, Pune

- Pursuing

- Specialization in Human Resource

### BBA

YMCA

Aug 2017 - Mar 2020

- Relevant coursework in Industrial business growth.

## Additional Information

- Served as Team Lead in the company-wide initiative for process improvement.
- Volunteer Treasurer, Local Nonprofit Organization.

## Contact

Mohan Estate, Delhi

+91-8766366729

anusingh0910@gmail.com.com

## Skills

- Recruitment & Onboarding
- Screening and interviewing candidates
- Coordinating hiring processes
- Employee Relations
- Managing leave records
- Handling bonus/incentive plans
- Giving constructive feedback
- Training & Development
- Creating job descriptions
- Event Management
- Office Administration
- Reviewing and updating policies regularly
- Communicating rules and procedures

## Tools/Software

- MS Office
- MS Excle
- MS word
- Outlook
- MS Power Point
- Emails

## Languages

- English
- Hindi