

**Manjeet Singh**

Phone: 8383050727 | Email: manjeetfbd1987@gmail.com

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**Career Objective**

Seeking a challenging career in Human Resources with a progressive organization where I can utilize my skills, abilities, and education in management to contribute to the development and success of the organization.

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**Professional Experience****Assistant Manager HR**

*Veira Electronics Pvt Ltd*

*February 2023 - Present*

- Led recruitment efforts, coordinating with technical panels to define job positions and screen candidates.
- Conducted interviews and managed the onboarding process, including preparing offer letters and employment contracts.
- Identified training needs and coordinated training programs, collecting feedback and evaluating post-training performance.
- Managed HR administration tasks such as maintaining employee records, preparing settlements, and handling statutory compliance (EPF, ESIC, Gratuity, etc.).
- Organized employee engagement activities, including rewards programs and cultural events.
- Monitored health and safety protocols and ensured compliance with labor laws.

**Senior HR Executive**

*JBM Industries Limited*

*February 2014 - February 2023*

- Oversaw recruitment processes, including resourcing, screening, and shortlisting candidates.
- Conducted interviews and managed employee documentation and induction programs.
- Coordinated training programs and managed employee welfare activities.
- Handled payroll management, attendance tracking, and statutory compliance.

- Organized employee engagement activities and committee meetings.
  - Arrange Reward & recognition program for workers & staff.
  - Arrange Cultural & sports activities for workers.
  - Arrange events for workers.
  - Organizing committee meetings like grievance, works committee, canteen committee, health & safety committee.
  - Ensuring for usage of personal protective equipment for workers.
  - Display of notice board regarding employee's Health & Safety.
  - Monitoring time to time 5S, canteen facility and water facility.
  - Monitoring the records of Fire Extinguishers, Emergency Lights, RO registers.
  - Preparation of MIS containing the various data related to the manpower will cost for monthly review meeting.
  - Preparation and control of Department Budget.
  - Arrangements towards the plant visit of delegates and guest house administration.
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## **Key Achievements**

- Successfully reduced recruitment time by 30% through streamlined processes at Veira Electronics Pvt Ltd.
  - Implemented a new training program at JBM Industries Limited, resulting in a 20% increase in employee performance scores.
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## **Academic Qualifications**

- **B.Com.**  
Dr. B.R. Ambedkar University, Agra
  - **12th Grade**  
HBSE, Haryana
  - **High School**  
HBSE, Haryana
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## **Skills**

- **Technical Skills:** Windows, MS Office (Excel, Word, PowerPoint), Internet Applications, Star Link Time Office & Payroll software
- **Soft Skills:** Communication, Leadership, Problem-Solving, Time Management, Team Collaboration

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## Personal Details

- **Address:** H.No. 605, Gali No. 11, Ward No. 07, 12 Quarter Road, Hisar (HR)
- **Father's Name:** Sh. Ramphal
- **Date of Birth:** 02-09-1987
- **Languages Known:** English, Hindi

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## Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge.

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**Place:**

**Date:**

**Signature:** Manjeet Singh