

Jyoti Singh

Senior HRMS Functional Consultant

✉ Jyoti3092000@gmail.com ☎ 8448615884/7017787812  <https://www.linkedin.com/in/jyoti-singh30/>

Skills

- ☐ HRMS | HR Operations | Employee Life Cycle | Payroll Management | Attendance & Leave Management | Recruitment & Hiring | Performance | Compliance & Taxation | Leadership & Team Management

Summary

Results-driven HR Consultant with expertise in interpersonal communication and organizational skills. Proven ability to manage relationships, resolve grievances, and assist in the management of HR operations and policies. Proficient in overseeing key HR functions, including onboarding, attendance, leave management, payroll processes, performance management, asset management, expense tracking, and recruiting through HRMS software. Demonstrated success in streamlining HR processes to enhance efficiency and employee satisfaction. Committed to fostering a positive workplace culture and ensuring compliance with company policies.

Experience

HROne | Unecops Workplace Solutions Pvt. Ltd

- **Senior Functional HRMS Consultant | March '2024-Current**
 - ✓ **Employee Life Cycle:** Managed employee data records, including onboarding, induction, confirmation, transfers, and separation processes.
 - ✓ **Time & Attendance:** Handled shift assignments, leave management, attendance tracking, and leave carry-forward processes to ensure accurate workforce management.
 - ✓ **Payroll Administration:** Managed statutory compliance, salary assignments, payroll processing, and tax calculations to ensure timely and accurate salary disbursements.
 - ✓ **Recruitment & Hiring:** Applicants shortlisting, screening, interviews, offer negotiations, and hiring processes to bring top talent into the organization.
 - ✓ **Performance Management:** Assigned employee goals, conducted goal reviews, facilitated 360-degree feedback, and managed Performance Improvement Plans (PIP).
 - ✓ **Expense Management:** Processed expense advances and payments, ensuring timely and accurate reimbursement to employees.
 - ✓ **Employee Engagement:** Managed employee engagement initiatives through pulse, surveys and feedback mechanisms.
- **Functional HRMS Consultant | July'2023-March'2024**
 - ✓ Ensuring successful implementation & completion of HR policies including Attendance, Leave, grievance management, confirmation, Separation, code of conduct, asset handling, travel, Performance management etc. as well as HR Operations through HROne Software.
 - ✓ Guide new clients through the onboarding process, ensuring a smooth transition to the HRMS software and addressing any initial concerns or questions. Maintain Customer Relationships.
- **Trainee | Jan'2023- July'2023**
 - ✓ Guide new clients through the onboarding process, ensuring a smooth transition to the HRMS software and addressing any initial concerns or questions. HRMS Handling & outsourcing HR functions.
 - ✓ Responsible for developing & implementing HR operations processes & procedures including Leave, Attendance, Payroll, Onboarding and Performance.

Core Strengths

Communication | Leadership | Observer | Client Grievances | Strategic Planning | HR Automation | Training and mentoring | Relationship-Building | Analytical & Critical Thinking | Attentive to the details | Continuous Learning | Handling pressure

Education

MBA (HR, Finance) – Jaipuria Institute of Management, Ghaziabad (2023)
B.COM – Sunder Deep Group of Management, Ghaziabad (2021)

Certification

Certification of Indian Payroll & Statutory Compliances from ITM