

Ashwani R Singh

+91-9548886676

2ashwanisingh@gmail.com



CAREER SUMMARY

HR professional with 6.5 years of experience in aligning HR strategies with business goals, managing the full employee lifecycle, and enhancing employee engagement and retention. Skilled in performance management, learning and development, and succession planning. Expertise in HR analytics, payroll, HRMS implementation, and ensuring policy compliance. Proven track record in driving change management, conflict resolution, and process improvements to optimize HR operations and support organizational growth.

KEY SKILLS

- Strategic HR Alignment
- Employee Lifecycle Management
- Employee Engagement and Retention
- Performance Management
- Learning and Development
- HR Analytics and Reporting
- HRMS Implementation
- Payroll and HR Administration
- Policy Compliance and Audits
- Leave and Attendance Management
- Change Management
- Succession Planning
- Conflict Resolution and Coaching
- Process Improvement

EXPERIENCE TIMELINE

- Innovaccer Analytics Private Limited - March'2024 to Till Date**
Specialist - Px Operations
- Kellton Tech Solutions Limited - March'2023 to November'2023**
HR Generalist
- R Systems International Limited - September'2021 to March'2023**
Consultant - HR
- Commdel Consulting Services - December'2019 to September'2021**
Associate HR Generalist
- Hollister Medical India Limited - June'2017 to September'2018**
Trainee

EXPERIENCE SUMMARY

• Strategic HR Alignment

Partnered closely with senior leadership to align HR strategies with overall business objectives, ensuring that HR initiatives support company growth and success. Worked on workforce planning, organizational design, and talent acquisition strategies to meet business needs.

• Employee Lifecycle Management

Managed all aspects of the employee lifecycle, from onboarding new hires to offboarding departing employees. Developed and executed efficient onboarding programs to integrate employees into the company culture and ensure a smooth transition. Worked on exit strategies, conducting exit interviews, and analyzing data to improve retention.

- **Employee Engagement and Retention**

Led employee engagement programs and retention initiatives that significantly improved employee satisfaction and reduced turnover. Conducted regular pulse surveys and feedback sessions to gauge employee morale and identify areas for improvement. Introduced recognition programs and employee wellness initiatives that boosted overall engagement levels.

- **Performance Management**

Spearheaded performance management processes, ensuring alignment with business goals. Developed and implemented appraisal systems to provide constructive feedback, track employee progress, and set clear performance objectives. Collaborated with managers to ensure regular performance reviews, continuous feedback, and skill development.

- **Learning and Development**

Designed and implemented learning and development programs tailored to employee needs. Focused on upskilling employees for current roles and preparing them for future leadership positions. Coordinated with internal and external trainers to offer training in soft skills, technical skills, and leadership development, contributing to a skilled and future-ready workforce.

- **HR Analytics and Reporting**

Utilized HR analytics to track key HR metrics such as turnover, absenteeism, employee engagement, and recruitment effectiveness. Generated regular reports for leadership to inform business decisions and HR strategy adjustments. Leveraged data to identify trends, predict potential issues, and proactively implement solutions.

- **HRMS Implementation (SuccessFactors and Keka)**

Led the implementation and optimization of HRMS systems such as SuccessFactors and Keka. These systems streamlined HR processes, improved data accuracy, and increased efficiency in payroll, benefits, and performance management. Ensured smooth user adoption through training and support.

- **Payroll and HR Administration**

Managed payroll processes, ensuring timely and accurate salary distribution. Administered employee benefits, compensation, and bonuses in compliance with company policies and local regulations. Maintained accurate employee records, ensuring all documentation was up-to-date and compliant with legal standards.

- **Policy Compliance and Audits**

Ensured strict adherence to internal HR policies, labor laws, and industry regulations through regular audits. Worked with legal teams to ensure that the company was compliant with ever-changing employment laws and provided recommendations for policy updates when necessary.

- **Leave and Attendance Management**

Administered leave and attendance management systems, ensuring compliance with company policies and legal requirements. Streamlined leave application processes to enhance employee convenience while maintaining accurate records for reporting and auditing purposes.

- **Change Management**

Led change management initiatives during organizational transformations such as mergers, acquisitions, and restructuring. Managed communication, training, and support for employees, ensuring a smooth transition and minimizing disruption. Focused on employee buy-in through transparent communication and involvement in the process.

- **Succession Planning**

Developed and executed succession planning strategies to ensure the company had a pipeline of talent ready to step into leadership positions. Identified high-potential employees, provided them with targeted development opportunities, and ensured leadership continuity.

- **Conflict Resolution and Coaching**

Acted as a mediator and coach to resolve conflicts and foster a positive, collaborative work environment. Provided one-on-one coaching for employees and managers to improve interpersonal skills, resolve workplace issues, and build stronger team dynamics.

- **Process Improvement**

Continuously sought opportunities to improve HR processes, increasing efficiency and reducing administrative burdens. Implemented new technologies and tools that automated routine tasks, allowing the HR team to focus on strategic initiatives. Regularly reviewed processes to identify bottlenecks and introduced solutions that enhanced workflow and employee satisfaction.

EDUCATION SUMMARY

GLA University • Civil Engineering • 72% • 2014 - 2017

RBI College • Intermediate • 74% • 2012 - 2014

RBI College • High School • 76.5% • 2010 - 2012

ACKNOWLEDGEMENT

I hereby confirm that the above given information is true and accurate to the best of my knowledge.

Name - Ashwani

Place - Noida