

Abhijit Singh

Executive



6 Years 0 Month



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Profile Summary

A dynamic professional with an MBA in Human Resources and nearly 6 years of industrial experience of HR operations in world renowned Manufacturing and Export firms. Additionally, adept in HR operations within the Digital/IT service sector company. Besides the industrial experience of 6 years, proficiently oversaw the entire operations in the family-owned Tea Garden/Factory business in Dehradun for over 4 years. Skilled in employee management, strategic integration, compliance, and team leadership. Known for my people-centric nature, strong interpersonal skills, and ability to build morale-boosting professional relationships. A proven track record in enhancing team performance and operational efficiency. Currently contributing to the success of HeroMotoCorp with my expertise.



Education

MBA/PGDM, 2018

Uttar Pradesh Technical University
(UPTU)

B.Com, 2016

AKTU



Work Experience

Feb 2023 - Present

Executive

Hero Moto Corp

- Managed New hire onboarding and induction process for pan-India locations, ensuring smooth assimilation of employees into the company
- Managed lateral hire onboarding and facilitated effective integration of experienced professionals
- Oversaw vendor and consultant management, ensuring quality and cost-effective talent acquisition services
- Conducted background verification processes to ensure the reliability and integrity of new hires
- Compiled talent acquisition data analytics to optimize recruitment processes and enhance the quality of hires
- Coordinated with multiple offices across India to streamline HR



Key skills

- HRIS
- ERP
- HR Generalist Activities
- Exit Interviews
- Employee Communication
- Employee Induction
- Employee Grievances
- Employee Engagement
- HR Information System
- Business HR
- Performance Management
- Training
- Employee Relations
- HRMS
- ISO Internal Auditor
- Employee Onboarding
- Vendor Management



Technical Skills

- MS Office Package
- Gsuite



Personal Information

City **Delhi,Noida
NCR**

Country **INDIA**



Languages

- English
- Hindi

activities and ensure uniformity in processes

- Conducted internal and departmental audits to ensure compliance with HR policies and procedures

Oct 2021 - Feb 2023

HR Specialist

Propeller Digital Media

HR Specialist; Managing the Entire Employee Lifecycle ; Onboarding, Engagement, Performance Management, Grievance handling, Process Implementation, Training & Development, Exits and all the other General Operations.

Sep 2018 - Oct 2021

HR Generalist

Stag International

Working as an HR Generalist I was responsible for: Onboarding of New employees Employee Database Management Statutory Compliance Medical and Insurance Liaisoning with the various Govt departments like Pf, Esi, Labour Courts etc Employee Grievance Handling Employee Engagement Liaisoning for the various Training for the employees related to OHS, IMS ,QMS etc Handling the External Vendor Audits SEDEX, GMP, COC etc. Internal Audits Safety Checks and Briefing General Operations Management Acting as a POC for the Top Management for any Strategic or Operational Implementation.



Internship

3 Months

Employee Welfare at HCIL

Honda Cars India (HCIL)

Intern with the HR & General Management dept.

Conducted study on the activities undertaken by HCIL for the welfare of its vast work force



Certification

- IMS Internal Auditor