

PRATIKSHA SINGH

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LOCATION: - Jaipur, Rajasthan, India



HUMAN RESOURCE PROFESIONAL
Start-ups | Acquisition | Turnarounds | High-Growth Organization

Positioning HR as a Business Partner for Excellence

Strategic and innovative HR Executive who translates business vision into HR initiatives that improve performance, profitability, growth, and employee engagement. Empowering leader who supports companies and top executives with a unique perspective and appreciation that human capital is every organization's greatest asset. A genuine influencer who thrives on tough challenges and translates visions and strategies into actionable, value-added goals.

Signature HR Qualifications

HR Best Practices Employee Relations & Diversity
Talent Acquisition
Staff Coaching & Mentoring

Organizational Development Employee Performance Improvement Leadership Development
HR Policy, Process & Systems Design

Change Management Workforce Planning & Development
M&A Strategies & Due Diligence
Organization-Wide Consensus Building

Disciplined and flexible problem-solving approach that balances business goals with employee needs.

PROFESSIONAL EXPERIENCE

❖ **NORSK HYDRO (SAPA EXTRUSION INDIA PVT. LTD) | JAIPUR, RAJASTHAN (08/2021 - 12/2022)**
HR ADVISOR (PEOPLE RESOURCING)

- Spearheaded the company's talent acquisition and recruitment processes.
- Recruitment Process -Identify the hiring need, devise a recruitment plan, write a job description, Advertise the position, Recruit the position, Review applications, Phone Interview/Initial Screening, Technical and Behavioral Interviews, Applicant Assessment, Reference Check, Job offer, Hiring, Onboarding
- Screened, interviewed, and hired candidates to facilitate smooth recruitment procedures,
- Compiled and updated employee files in electronic and paper formats to maintain accurate records.
- Coordinated with department managers to identify and facilitate workforce needs.
- Designed and updated training manuals, materials, and presentations to align with the objectives of

the organization.

- Organized orientations, events, and activities for employees to deliver the objectives of the organization.
- Created and executed HR strategies and initiatives to minimize business disruptions and balance the needs of the organization.
- Built relationships with external recruitment agencies to source short-and long-term staff for roles across the organization.
- Administered comprehensive and equitable compensation and benefit plans for staff to optimize the onboarding process.
- Communicated with vendors and administrators to address queries and concerns and support internal and external requests.
- Stayed abreast with HR trends to apply best practices and quality standards.
- Formulated organizational chart with associated job ranks and responsibilities.



PMSI SOLUTIONS PVT. LTD. | JAIPUR, RAJASTHAN (01/2020 - 07/2021)
HR MANAGER

- Oversaw a human resources department of 5 team members and their various functions.
- Effectively liaised between senior management and employees to maintain and improve company-employee relations.
- Researched, recruited, staffed, onboarded, and trained new company hires according to the needs of department managers and company budget.
- Ensured compliance with company directives, regulatory concerns, and health and safety protocols.
- Administered payroll, company benefits packages, corporate events, and teambuilding meetings and outings.
- Held company-wide town hall meetings to convey updates and maintain open lines of communication with employees.
- Negotiated employee wages based on employment level, qualifications, and history.
- Tracked HR programs closely to assess the results and make proactive changes to meet changing demands.
- Supervised staff recruitment, interviewing, selecting, and onboarding, Designed and implemented health and safety programs.
- Devised employee relations initiatives and morale-building strategies to maintain high job satisfaction among workers.
- Managed human resources and labor relations activities for an organization of 50 employees.
- Set up compensation and benefits structures according to market conditions and budget demands.

- Aligned and directed the human resources management team to match organizational objectives.
- Directed operational and administrative procedures to keep the organization in compliance with rules, regulations, and internal policies.
- Determined HR department budget and control expenditures for optimum resource allocation.
- Represented the organization at job fairs to bring in local talent for long-term and seasonal positions.
- Gathered and analyzed data extensively to obtain useful HR metrics.
- Organized staff development training based on team gaps and requirements.
- Created succession plans and promotion paths for staff, promoting retention and leadership continuity.
- Developed HR strategies and initiatives, aligning with overall business strategy.



SQUARE YARDS | JAIPUR, RAJASTHAN (08/2018 - 01/2020) **HR TEAM LEADER**

➤ Talent Acquisition Team Leader Activities-

- Taking care of End-to-End Recruitment activities for PAN India.
- Counselling and guiding employees and management on various performance issues.
- Monitored and oversaw employee disciplinary programs and ensured compliance with policies.
- Played an active role in the hiring process and developing training programs for honing the skills of employees.
- Developed and implemented special incentive programs to motivate employees to complete assigned tasks.
- Assisted the HR Manager in developing and revising Human Resources policies and procedures.
- Developing staffing strategies and implementing plans and programs to identify talent within and outside the corporation for positions of responsibility.
- Identifying appropriate and effective external sources for candidates of all levels within the company.
- Managing the human resources team, system database, and necessary reports for critical analyses of the HR function.
- Developing progressive benefits programs to provide motivation, incentives, and rewards for effective performance.
- Translating strategic and tactical business plans into HR strategic and operational plans.
- Developing, leading, and motivating HR team and employees.
- Taking care of All Senior and critical level Hiring (SM, RM, ASM, BH) for PAN India.
- Partnering with Managers to determine the staffing needs.
- 100% achievement in closing the open positions through Job Portals.

- Maintaining updated recruitment tracker and open position tracker.
- Branch Manpower Mapping.

❖ **3IOLOGICS | JAIPUR, RAJASTHAN (07/2016 - 07/2018)**

HR EXECUTIVE

- Managed the hiring processes within the company, dealing with matters including writing adverts, reviewing CVs, and interviewing and selecting candidates.
- Screened, interviewed, and hired candidates to facilitate smooth recruitment procedures.
- Spearheaded the company's talent acquisition and recruitment processes.
- Compiled and updated employee files in electronic and paper formats to maintain accurate records.
- Coordinated with department managers to identify and facilitate workforce needs.
- Organized orientations, events, and activities for employees to deliver the objectives of the organization.
- Kept working HR systems in compliance with current employment laws and made proactive changes to keep pace with industry trends.

PORTALS: -

- Payroll Software (**SARAL**) & **SAP HRMS, Web-based HR Payroll system**
- Job Portal - Indeed, Linked In, Naukri .com, Monster, Shine, GitHub, InstaHyre, etc.

CERTIFICATIONS: -

- Human Resources: Understanding HR Systems Features and Benefits, Human Resource Payroll
- Recruit and Maximize Talent
- Essential New Skills in Recruiting
- Interviewing Techniques
- Become a Tech Recruiter
- Hire, Retain, and Grow Top Millennial Talent
- Recruiting Talent with social media
- Learning LinkedIn Recruiter (2021)
- Global onboarding path
- Setting and Managing Realistic
- Expectations for Your L&D Program
- Leading with Next-Generation KPIs, with Michael Schrage
- Accountability Program
- Introduction to ONE
- Employee Lifecycle

EDUCATION: -

- KIT, AKTU | Kanpur, UP | 2016
 - ❖ MBA in Human Resource Management and Marketing
- EILLM | Pune, MH | 2014
 - ❖ BBA in Accounting and Business Management, Human Resource

PERSONAL DETAILS: -

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|------------------|---|----------------------------|
| ➤ FATHER'S NAME | - | LATE. GOVIND SINGH KAITHIA |
| ➤ MOTHER'S NAME | - | MEENA DEVI |
| ➤ DATE OF BIRTH | - | 10 July 1992 |
| ➤ MARITAL STATUS | - | UNMARRIED |
| ➤ NATIONALITY | - | INDIAN |

DECLARATION: -

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

Yours Faithfully,
Pratiksha Singh