

## **CURRICULUM VITAE**

**Monisha Singh(F)**

A-154, Sector 19  
Noida (U.P)

**E-mail:** [monishasingh76@gmail.com](mailto:monishasingh76@gmail.com)

**Phone:** 07042533112(M),

**Date of Birth:** 20<sup>th</sup> June 1989

**Experience:** 3 years

### **Objective**

- Seeking a Human Resources Management position where my education & Experience will allow me to make an immediate contribution as an integral part of a progressive company
- A position in the Human Resources field where I can utilize proven people-oriented skills to develop and promote a positive work environment

### **PROFESSIONAL WORK EXPERIENCE**

**HCL Technologies Limited**

**HR Executive**  
**From October '14 till present**

HCL (Hindustan Computers Limited) Technologies Limited is an Indian global IT services company headquartered in Noida, Uttar Pradesh. It offers services including software consulting, enterprise transformation, remote infrastructure management, engineering and R&D services, and business process outsourcing (BPO).

#### **Onboarding Responsibilities**

- Induction – Handling the Onboarding for New & International Hires & Ensuring that all new Hires experience the Induction Program within 7 days of their Hire.
  - Delivering a minimum of 15 Inductions per month for various Geographies (Malaysia, Singapore, Australia, South Africa, UAE, New Zealand, and Indonesia).
  - Ensuring that the relevant details are shared with employees attending the Induction Session
  - Identify key points from the given feedback and evaluate possible ways to improve the processes.

#### **Employee Grievance**

- Taking Quick actions to manage the grievance effectively
- Acknowledging, Gathering facts, examining the causes of grievance, Taking appropriate Decisions & Execution and reviewing the results.

#### **Exit Responsibilities**

- Exit Interview:
  - Identify the key components because of which the organization is doing well and ensuring that these are continued.
  - Pinpointing areas of improvement.
  - Capture useful knowledge, contacts, tips, etc. from the exiting employee

- **Exit Management System:**

- Approving the Employees resignation & initiating their Exit
- Guiding the employees to help them smoothly complete their exit from the organization
- Helping the employees to receive their Experience Letter/ F&F on time.

### **Compensation –**

- Managing negotiation between employee, HR Business Partner and Delivery managers to provide the feasible fitment to the employees while their transfers at onsite.
- Onsite HR Support – Supporting entire APAC HR team and managing process for Asia Pacific.

### **Background Verification**

- Handled the entire BGV for all the New joiner's & Existing.
- Thorough knowledge about the Background Verification Process starting from Initiating the different checks till the Final report is Green.

### **Retention –**

- Managing Retention of employees in the APAC & ROW region and understanding the major reasons for attrition.
- Able to retain employees who are asset to the organization

### **Auditing of Employment Letters-**

- Auditing of Offer letters of china

### **HR Employee partner –**

- Mapped as the Employee partner for Australia & New Zealand with headcount of 2000+ Professionals
- Handling grievances for complete ANZ region
- Handling the contract Extension for all contract employee - Designs succession plans for key talents
- Checking the compliance in complete ANZ region.
- Initiating and approving employee Exit /Resignation from organization.

## **STATE BANK OF INDIA**

## **HR Intern**

**From April '13 till July '13**

**Company Profile:** State Bank of India (SBI) is a multinational banking and financial services company based in India

- The training imparted knowledge about the working of bank, In various areas and comparing its SME loaning schemes with other competitors in market.
- Compare the SME loan policy of SBI with leading competitor
- Providing proper suggestion to develop proper training and development.
- Identify areas of improvement in performance appraisal of SME sector in SBI.
- Providing useful suggestion to the bank so that SBI can become leading player in SME loans

## CG\_CRAFTER

## Management Trainee HR From June '11 till June '12

**Company Profile:** CG\_CRAFTER is an Architectural Visualization and Rendering firm providing their services to various Architectural and Real Estate firms for their 3D commercial and Residential projects

- Define and identify the scope of business areas.
- Planning and monitoring the business areas.
- Analyze, identify and communicate the requirements of business.
- Conducting inductions of new staff.
- Handling Full life cycle of Recruitment
- Giving Timely presentation to the staff.
- Approving the Employees resignation & initiating their Exit

### Skills & Expertise

- Able to facilitate training Sessions
- High Level of Presentation Skills
- Planning & Delivery of Induction Sessions.
- Able to secure the Respects of all Levels of employees.
- Strong communication & interpersonal skills
- Highly Organized
- Diplomatic & result oriented
- Trustworthy & Innovative
- Good at Building Relationship

### EXTRA CURRICULAR ACTIVITIES

- Completed Summer Internship from **STATE BANK OF INDIA.**
- Presented Research report on **ANALYSIS OF EMPLOYEE'S ENGAGEMENT AS A TOOL FOR EMPLOYEE RETENTION**
- Presented paper on the topic "**NATIONAL KNOWLEDGE COMMISSION**" in '**SAGAR FIESTA** at **SAGAR INSTITUTE OF SCIENCE & TECHNOLOGY Bhopal.**

### ACADEMIC PROFILE

<b>Degree</b>	<b>MASTER OF BUSINESS ADMINISTRATION(2012-2014)</b>
<b>Branch</b>	<b>HUMAN RESOURCE(MAJORS)+MARKETING(MINOR)</b>
<b>Aggregate %</b>	<b>7.47 Honors</b>
<b>Institution</b>	<b>MANIT (NIT BHOPAL)</b>
<b>University</b>	<b>MANIT Bhopal (M.P.)</b>

<b>Degree</b>	<b>Bachelor of Engineering(2011)</b>
<b>Branch</b>	<b>Information &amp; Technology</b>
<b>Aggregate %</b>	<b>76.34% honors</b>
<b>Institution</b>	<b>Sagar Institute of Science &amp; Technology</b>
<b>University</b>	<b>R.G.PV Bhopal (M.P)</b>

<b>Examination</b>	<b>Higher Secondary Certificate (HSC) or Diploma</b>
Percentage	<b>71%</b>
Year Of Passing	May 2007
Institution	Scholar's home public school Bhopal (M.P.)
University	M. P. Board

<b>Examination</b>	<b>Secondary School Certificate (SSC)</b>
Aggregate %	<b>78%</b>
Year Of Passing	May 2005
Institution	Scholar's home public school Bhopal (M.P.)
University	M.P. Board

Declaration:

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

Place: Noida