

YASHI SINGH

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SUMMARY:

I am a experienced HR Generalist with expertise in recruitment, employee relations, performance management, and compliance. I support both employees and management to foster positive work environments, drive employee engagement, and ensure organizational success. Passionate about creating effective HR strategies that attract, retain, and develop top talent.

WORK EXPERIENCE:

June 20,2022 - Currently working

HR Executive , Tekman India Pvt Ltd

About company: Tekman India Pvt. Ltd. is a technology-driven company specializing in vacuum engineering. it offers a range of products including vacuum pumps, pumping systems, leak detectors, and furnaces.

Roles & Responsibilities:

Recruitment & Onboarding:

- Manage end-to-end recruitment processes through job portals, employee referrals, and third-party agencies.
- Oversee employee onboarding, ensuring a smooth transition for new hires with clear documentation, ID creation, and training schedules.

Employee Engagement:

- Plan, coordinate, and execute annual events and regular celebrations to boost morale and foster a positive workplace culture.
- Implement initiatives that enhance employee satisfaction and promote team cohesion.

Operational HR Activities:

- Handle all administrative tasks including the creation of offer letters, employment contracts, and employee ID cards.
- Ensure accurate and timely updates of employee records in the HRMS (SPINEHRMS)
- Oversaw employee probation confirmation process, ensuring timely evaluation and documentation.
- Maintained comprehensive records of employee progress and development using Management Information Systems (MIS), enabling data-driven decision-making and performance tracking.

Payroll & Benefits Management:

- Oversee payroll processing via the SPINEHRMS system, ensuring accuracy and compliance with organizational policies.
- Manage employee insurance additions, deletions, and renewals, ensuring all employees are covered according to their roles and requirements.

Administrative HR Tasks:

- Coordinate HR documentation for internal audits, statutory compliance, and other organizational needs.
 - Handle employee leave management and attendance tracking.
 - Assist in maintaining HR policies and ensuring they align with legal and regulatory standards.
 - Manage office supplies and HR-related resources, ensuring smooth daily operations.
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16 May, 2021 - 17 June, 2022

HR Executive , ITVedant Education Pvt. Ltd

About company: Itvedant Education Pvt. Ltd. is a leading IT training institute in Mumbai, offering a wide range of certification courses in fields such as Data Science, Web Development, Machine Learning, and more

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Employee Engagement:

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- Implement initiatives that enhance employee satisfaction and promote team cohesion.

Corporate Social Responsibility (CSR):

- Spearheaded and coordinated various CSR initiatives, focusing on employee volunteer programs and community development.
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EDUCATION :

Master in Human Resource Management(2023-2025) (A Grade)

Amity University

Bachelor in Accounting and Finance(2019-2022)(89.4%)

Mumbai University

HSC(2019)(77.6%)

Maharashtra Board

SSC(2017)(83.6%)

Maharashtra Board

PROFESSIONAL ACHIEVEMENTS:

- Department of the year - 2024 - Tekman India Pvt. Ltd.
- Performance Award - 2024 - Tekman India Pvt. Ltd.
- Best Talent Hunt : 2022 - ITVedant Edu.
- Most Punctual Employee - 2022- ITVedant Edu.

(Nominated for Rising Star-2022- ITVedant Edu.)

TRAININGS & CERTIFICATIONS:

- Recruitment & Talent Acquisition Strategy
 - Feminism & Social Justice
 - Accounting, Business & Society - Multifated role of accounting
 - Finance for all
 - Prevention of Sexual Harassments at Workplace - POSH
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