

AASTHA SINGH



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EDUCATION

XISS, RANCHI

2020-2022

Post Graduate Diploma in
Human Resource Management

73.79%

ST. XAVIER'S COLLEGE,
RANCHI

2017-2020'

Bachelors in Business
Administration

77.90%

ACHIEVEMENTS

Received accolade for
displaying leadership behavior
"Collaboration"

Received accolade for
displaying leadership behavior
"Owner's Mindset" twice

EXTRA- CURRICULAR

- Organiser, EXOTICA (Intra school competition), Jamshedpur Public School
- Participated in Intra School Cricket Tournament and won 1st prize, Jamshedpur Public School

TATA MOTORS

JULY 2022 - PRESENT

SENIOR MANAGER - COMPENSATION & BENEFITS

- **Developed and managed the annual employee cost budget** while ensuring alignment with the company's financial goals.
- Led the **successful implementation of Anaplan** for employee cost budget.
- **Customized dashboards and reports** to provide **real-time insights**, detailed **variance analysis** and **review of actual v/s budget**. Created **user guides** and **provided ongoing support** to address any issues and optimize system usage.
- Successfully **led the annual compensation cycle** for white collar permanent and flexible employees. Utilized **external & internal benchmarks** and **performance metrics** to guide compensation decisions and maintain competitive positioning.
- **Designed and implemented the PSP 2024 grants** framework, including criteria for eligibility, evaluation processes, and funding allocations for senior leadership.
- **Conducted regular audits and implemented corrective actions** to address any non-compliance issues. **Supported internal and external audits** by preparing documentation and addressing any issues identified.
- **Managed routine payroll operations**, including processing payroll, joining bonus, and SAP updation. Resolved employee queries related to compensation.
- **Performed Doctor's compensation benchmarking** across various specialties to ensure competitive and equitable pay practices. Utilized Tata Steel's compensation report to assess the current compensation structure for our medical professionals. Presented the insights and recommendations to the CHRO along with the C&B Head.

OTHER PROJECTS AT TATA MOTORS LTD.:

I. PERFORMANCE IMPROVEMENT PLAN

- Did **competitor's process benchmarking** and analyzed PIP data to **identify common performance issues and trends**.
- **Provided recommendations for process improvements** to enhance the effectiveness of performance management and reduce the need for PIPs.
- Assisted in the **implementation and tracking of PIPs**, including preparing documentation and scheduling meetings.

II. TALENT MANAGEMENT

- Assisted in **collecting and organizing data from development center** activities including employee details, scheduling sessions, and maintaining records.
- Ensured **smooth execution of the program** and a positive participant experience.
- **Prepared talent slates for highly critical & superannuating positions** ensuring a robust pipeline of qualified candidates for key roles within the organization.

INTERNSHIP EXPERIENCE

TATA STEEL LTD.

MAY' 2021 - JUNE' 2021

HUMAN RESOURCE INTERN (EMPLOYEE WELLBEING)

- **Conducted surveys to assess employee needs and gather feedback on wellbeing programs**. Used insights to refine programs, enhancing employee's experience.
- Managed the daily operations of wellbeing programs, including **scheduling events, coordinating with external wellness providers, and monitoring program effectiveness**.
- Led training sessions and workshops on topics such as stress management, healthy eating, and work-life balance.