

Prashant Singh

+91- 9028233409

Mail:-prash12singh@gmail.com

Analytical, enthusiastic & innovative Human Resource Specialist with Human Resource Management domain expertise in, Recruitment, Talent Acquisition, Process Selection, On-boarding, Human Resource Operations and Management, Performance Management System, Employee Engagement, Relations, Training, Performance Appraisal, Payroll, Operations, Exit Interviews, MIS, Learning & Development, HR Analytics presently associated with Mindcrest India with overall 4.01 years of experience as Sr. Human Resource Executive.

PROFESSIONAL EXPERIENCE

Sr.HUMANRESOURCE, DWF MINDCREST INDIA

November 2019 – Present

- Leading Human Resources operations for Pune and across centers.
- Accountable for the talent acquisition process, employee retention, performance management system and employee rewards & recognition.
- Strategically Revamping of performance management- Worked with the central team on the complete revamp of the performance review system and branding the new system as I-count.
- Induction for new joiners- Successfully conducting HR Induction of employees in batches, with each batch size spanning from 250-450 Employees.
- Accountable to run HRIS & LMS for periodic data for payroll & Attendance & Management.
- Promotions & Progressions – Collaborated with COE team and Leadership team to get required role change slots for the unit. Managed the Role change program every quarter.
- Handling HRBP role for different units.
- Handling Employee Confirmation and other activities.

HUMAN RESOURCE ASSOCIATE, AURIONPRO SOLUTIONS LTD.

September 2016 – November 2019

Selection, Staffing & Analysis, Human Resource Management

- Leading the Human Resource strategy and coordination of Human Resource functions.
- Administering the electronic database of the employees. Conducting periodical review of in-house HR Software (HRMS), offering suggestions/ requirements and enhancements to technical team to overall improvement and further automation within the application.
- Conducting Joining, conducting HR Orientation and end to end coordination of Induction sessions for new joiners for both lateral as well as campus joiners' batches, using TMS share point portal.
- Reviewing applications with focus on efficiency and accuracy, evaluating them, selecting and interviewing the candidates at all stages of the selection process.
- Responding to Rehire Request from Recruitment team.
- Sending List of Leavers weekly/ reporting additions to exit stakeholders.
- Looking after Attendance Management System and Leave queries of employees if any.
- Leading Cyberinc Business Unit, for Pune and across centers APAC.

Organizational Development, Operations and Culture

- Exit Interviews and exit analysis to identify critical gaps.
- Compensation management (incentive programs) using Spine HR.
- Responsible for the background verification process and streamlining it.
- Supporting the Recruitment and Matriculation Team in their outreach and coordinating with IT, Finance and Admin Team.
- Undertakes succession planning and career planning exercises to provide a match between organizational goals and the team member's talent and potential.
- Initiating manpower budgeting by consulting with managers, planning consultation with heads of different functional & operational areas.

- Monitoring and organizing various team building activities to foster positive and inspiring culture.
- Handling PIP for employees.
- Responsible for handling various audits like Internal Audits External Audits ISO (ISAE 3402, ISAE 3000)
- Was actively involved with transition of Aurionpro I&AM business to KPMG.

Employee Relation/ Welfare/Compliance

- Maintaining employee relations.
- Managing pre appraisal and post appraisal queries.
- Initiate the BGV process of new joiners, tracking of the same and take corrective action if required.
- Prepare R & R feedback analysis report and improvisation of the process.
- Interfacing with management and heads of department for implementing HR Policies & Procedure inline with core organizational objectives.

Achievements

- Helps in team to successfully complete external audit to complete the transition successfully.
- Got appreciated from the stakeholders for the work performed.
- Training and development of the employees to develop their knowledge of the model and interviewing skills with continues feedback rounds.
- Prepared various reports to reduce the manual intervention to avoid human errors and to reduce time management.
- Resolve complex employee related issues and address grievances.
- Can work effectively in team, as well as individually.

HR INTERN Program Reliance Jio Info COMM Ltd.

April, 2015 - July, 2015

- Worked closely with 10 associates and 2 Head HR Managers at Jio corporate office 2015, facilitating sessions, planning, and preparing differentiated Fellow Trainings, workshops, observing Gaps in recruitment and giving constructive feedback in debriefs, post observation.
- Screening of resumes, scrutinizing the resume, conducting Telephonic round.
- Draw Employee charts for next 6 months plan using Success Factor- SAP.

ACADEMIC PROFILE

- Successfully completed **Human Resource Analytics course** from **Indian Institute of Management (IIM)**.
- Master's in Business Administration (**Human Resources & Marketing**), with Bharatiya Vidyapeeth University, Pune in 2016 & stood a rank of 2nd topper in college.
- Bachelor's in business administration in (Human Resources & Marketing), with Future Institute of Management Technology, Bareilly in 2014 & secured a distinction
- Certification in Cybersecurity.
- Certification in Executive Excellence.

HOBBIES

- I Like Travelling.
- I like to play Football as one of my favorite outdoor games these days.
- I like public speaking & interacting with audience.

PERSONAL DETAILS

- Date of Birth : 12th January 1993
- Marital Status : Single.
- Languages : English, Hindi, German