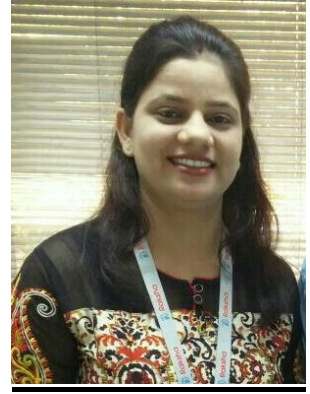


CURRICULUM VITAE



NEENA SINGH

D1/303, SRS Residency
Sector – 88, Faridabad, 121002
Contact: 9811848003, 9810695732
Email: neena_singh2006@yahoo.co.in

OBJECTIVE

Being a committed team player, want to be a part of a renowned organization, to contribute towards the growth of the Organization, based on my expertise and to further my personal capabilities by learning from the new exposure within the structured framework of the organization.

PROFESSIONAL SYNOPSIS

- Extensive ~9Years of experience in Human resources activities & currently associated with “Raksha TPA pvt Ltd (Escorts)” as an Manager – HR
- Certified ‘HR – Generalist’, MBA in Human resources, BE in Computers
- I have expertise in managing end to end Human resources systems, maintaining harmonious relations with employees, HR generalist activities, ESI, PF, training & development, HR records management, F&F, designing CTC and salary break up and discussion on compensation and benefits, Payroll processing & exposure of Payroll software’s, Labor Laws and also activities like company registration, legal activities etc.
- Incomparable ability to prioritize and carry out multiple HR projects and deadlines concurrently. Unmatchable organizational, time management and interpersonal skills. Proficient in administering corporate HR initiatives, providing a broad level of counseling on recruitment, employee relations, retention and training programs.

INDUSTRY EXPERIENCE

Raksha TPA PVT LTD – ESCORTS (Faridabad)

Feb’2015 - Till Date

Designation: **MANAGER - HR**

- Coordinating with all Internal Departments in-terms of effective Functional Operation.
- Formulation & Implementation of various HR polices Processes and Systems based on the Business Requirement and Best Market Practices.
- Coordinating Objective Setting & Performance Appraisal with Delivery/Business Heads and Employees.

- Employee retention, Development & Skill Development
- Training Coordination with Employees.
- Employee Counseling & Grievance Handling and Employee Relations.
- Implement and Maintenance of various Welfare Activities.
- Ensure Compliances of all Manpower Statutory Requirements.
- Hands on experience in managing employer-employee relations, maintaining a peaceful and harmonious environment.
- Well versed with statutory and social compliance and acts, with an ability to interact with government authorities and external agencies.
- Responsible for Monitoring Performance Appraisal System and reviewing the performance of employees to motivate them for better productivity.
- Responsible for Social Compliance Audit and up-keeping the organization standards.
- Responsible for Attending Enquiries, Conciliation and labour problems on behalf of the management.
- Responsible for Maintaining Discipline and Managing Misconducts, Grievance handling.
- Preparing and Maintaining the MIS reports and submitting the same to the decision making panel of the Organization for fine-tuning the Business Strategies
- Providing necessary inputs for Reviewing and Upgrading Personal Policies, HR Manuals, Employee Manuals at Regular Intervals.
- Innovative HR practices and information through market intelligence

PICO Services Mumbai Pvt. Ltd. (Delhi)

July'2013 - Nov'2014

Designation: **HR MANAGER**

Pico Concepts (I) Pvt. Ltd.(Faridabad)

June' 2011 – June' 2013

Designation: **HR MANAGER**

- Handling Payroll processing, calculations & instruction to bank for clearing.
- Align & update HR policies for effective HR Plan that is aligned to Business Plan and overall organization people agenda.
- Execute manpower planning and budgeting to have a road-map for recruitment assignments.
- Providing dashboards/analytics to business heads/department heads to help them have a pulse of their team.
- Providing employee development and counseling assistance to employees /team members to enhance employee performance and productivity
- Taking adequate measures to retain good employees, ring fence high potential employees
- Ensuring Statutory Compliant status at all times.
- Maintain employee records and files in order for ease of reference (Soft & physical copies).
- Communicate with employees and business heads for better alignment
- Employees Attendance & Leave management.

CMS Computers Ltd

Aug'2008 – July'2009

Designation: **HR Trainee**

- Supporting recruitments process under HR.
- Searching the database/web/jobsites to source out the required resumes.
- Attendance & Leave management.
- Basic coordination with the payroll team and for other activities.
- Maintaining employee files/records.
- Processing Conveyance bills.
- Vendor management.

- Providing office orientation for new employees.

CMS Computers Ltd (GE Money)

Aug'2007 – July.'2008

Designation: Technical Support Engineer

HR - CERTIFICATION

- Successfully completed "HR - Practical Training" course from recognized 'ASIAWEBMEDIA Institute' Gurgaon Center on the following practical topics:
- STATUTORY COMPLIANCE LIST, COMPENSATION AND BENEFITS
- Labor Laws, PF, ESI, Profession Tax, Statutory Acts, Rules, Procedures, Forms, Formats Filings etc.
- Designing CTC and salary break up and discussion on compensation and benefits
- Payroll processing supported by Real time exposure to the Pay roll software
- Income Tax and Tax planning of salaried personnel
- TDS on professional charges, consultancy charges and contract payments.
- HR GENERALIST AREAS MIS reports
- Advanced Excel reports with shortcut keys and formulas, i.e. Pivot Table, Goal Seek, splits & freeze panes Auto & Advanced filters, vlookup which is used to prepare MIS Reports.(Basic Macros will be discussed)
- Policy Implementation: Reasons and benefits -- Tips to draft policy manual / Employee hand book -- Discussion on common industrial policies -- Sharing policies of top companies.
- Performance Management System: Complete system of appraisal evaluation - - 360◊ appraisal process -- reverse appraisals -- discussion on Balance score card -- Introduction to value chain analysis and Six sigma -- Reports and formats.
- Competency Mapping: SWOT Analysis Employee Engagement / Employee relation
- Employee grievance handling -- rag analysis, attitude building -- case study concepts etc.,
- Retention Management: Attrition Matrix -- Attrition Issues --- Rewards & Recognition -- Organizational culture building -- Talent Engagement -- Employee life cycle etc.
- CORE HR DOMAIN knowledge
- Manpower planning Process and Responsibilities.
- Recruitment: (Hands on experience on job portal) -- Recruitment cycle -- Background verification -- Sourcing Methods -- Recruitment Matrix (Recruitment budget / planner) -- Documentation -- Formats and Reports.
- Joining Formalities and settlement process
- Responsibility -- Exit Interviews --- Reports and formats.
- Induction / Training and Development.

- Six Weeks training in Escorts Limited (RED) Faridabad and submitted the project
- 'Payroll System' in "C" language for Escorts Limited (RED)
- Six Weeks training in NHPC, Faridabad and submitted the project 'Leave Travel Concession' in 'Oracle' language for NHPC.

PROFESSIONAL QUALIFICATION

- MBA (2 Years) from MD University, Rohtak in Year (2011) and scored 68.9% marks.
- Successfully completed "HR - Generalist" course - 6 months practical training from recognized 'ASIAWEBMEDIA Institute' Gurgaon Center.
- Successfully completed B.E in Computer Science(4 Years) from "B.S. Anangpuria Institute of Technology & Management, Faridabad" affiliated from M.D University, Rohtak in Year 2006 and Scored 64.50%

ACADEMIC QUALIFICATION

- Matriculation from “St. Peter’s Convent School” in FBD affiliated to C.B.S.E in 1999.
- Three years Diploma in Information Technology from State Board of Technical Education, Faridabad in 2002 scored 60.11%.

COMPUTER PROFICIENCY

- Excellent computer skills, including Word and Excel in a Microsoft Windows environment.

PERSONAL DETAILS

Father’s Name:	Mr. K.B. Singh
Date of Birth:	5 th April, 1984.
Nationality:	Indian

LANGUAGE KNOWN

- English, Hindi

STRENGTHS

- Able to give efficient output through the co-operation and co-ordination of my colleagues.
- Wish to undertake any kind of tech-assignment.
- Hard Working and positive attitude

I solemnly declare that the particulars above information are correct.

DATE:

(NEENA SINGH)