

## YOGENDRA SINGH

✉ yogen.singh09@gmail.com

☎ +91-9811703299

*Aspiring for challenging assignments in Human Resource Development & Administration with an organization of repute – Skilled in identifying & hiring through various sources, handling end-to-end recruitment cycle and maintaining cordial relationship with the employees....*

### PROFICIENCY FORTE

Recruitment
Manpower Planning
Employee Engagement
HR Policies & Procedures
Induction & Orientation
Strategic HR Operations
Exit Management
Administration & Facility Mgmt.
Vendor & Budget Management
Travel & Transport Management
Safety & Security Management
MIS & Operations
Business Development
Commercial

### PROFILE SUMMARY

✦ MBA from Sikkim Manipal University with expertise in **Human Resource Management** solutions-focused, meticulous and result oriented professional with **13+ years** of rich and versatile experience in **Recruitment, HR Generalist and Administration** role with skills to drive business growth by implementing various HR tools, people management practices.

✦ Awarded **"MEMM CHAMPION"** at Mahindra Holidays & Resorts India Ltd. in 2012.

✦ Awarded **"EMPLOYEE OF THE MONTH"** at Mahindra Holidays & Resorts India Ltd. in 2012.

✦ Awarded **"BEST HR OF THE YEAR 2012-2013"** at Mahindra Holidays & Resorts India Ltd. in 2013.

✦ Achieved **Extra Ordinary Performance (125% out of 100%)** in Govt. Business at Khushi Advertising for the Financial Year 2015-2016.

✦ Achieved good productivity & quality in operations through disciplined & dedicated performance.

✦ Hard working and willing to take up the responsibilities to adapt new systems and environmental changes, Flexibility in any work style as per the organization requirements.

### CAREER SYNOPSIS

Jun'17 to Continue	Freelance Consultant (HR / General Insurance / Transport)	
Jan'15 to May'17	M/s Khushi Advertising Ideas Pvt. Ltd.	Manager – HR, Admin., Commercial & B.D.
Jul'13 to Dec'14	M/s Jukaso Resorts Pvt. Ltd.	Manager – HR & Admin.
Sep'12 to Jul'13	M/s Mahindra Holidays & Resorts India Ltd.	Senior Executive – Admin.
Jun'08 to Aug'12	M/s Autotech Ancillaries Ltd.	Assistant Manager – HR & Admin.
Jan'04 to May'08	M/s Outlook Publishing (India) Pvt. Ltd.	Senior Executive – HR & Admin.

### CORE COMPETENCIES

#### Recruitment

✦ Develop and lead strategic recruitment initiatives within the organization and business priorities to ensure culture and value fitment.

- ✍ Responsible for end-to-end recruitment for all positions at various levels and for all critical positions through various channels like job portals, social networking sites, employee referral, internal database, placement agencies and walk-in.
- ✍ Manpower planning for corporate, branch and site offices.
- ✍ Handle all recruitment assignments and multi-tasking activities in a fast-paced environment.
- ✍ Manage various facets of recruitment starting from recruitment strategy, salary negotiation, closing dates, recruitment and selection.
- ✍ Prepare and modify job description with consultation with respective HOD's as per business requirement.

### **Manpower Planning**

- ✍ Work closely with business and functional leaders and HOD's and understands the key business issues and priorities in the organization and their impact on the team.
  - ✍ Partner with functional groups to identify and establish business solutions that will help address the key people challenges.
  - ✍ Ensure deployment of agreed business solutions, processes and systems, and establish appropriate tracking and reviewing mechanism to ensure consistency in practice across departments.
  - ✍ Guide people managers to take up higher accountability to manage their team through effective deployment of various people processes for the entire employee lifecycle management.
- Extensively involved to ensure business continuity through managing performance funnel.

### **Employee Relations & Engagement**

- ✍ Conceive and design employee engagement strategies and employer branding plan for internal employees.
  - ✍ Take pulse of people issues & concerns through various communication channels and work along with business and functional leaders and Circle HR teams to ensure appropriate action been taken to enhance employee engagement and satisfaction levels.
  - ✍ Take overall ownership for administration and action planning of employee engagement surveys, at an organization-wide level, with a clear focus on improving the employee satisfaction indices.
- Control attrition levels by ensuring high employee engagement levels and grievance handling.

### **HR Policies & Procedures**

- ✍ Customize and implement company policies & procedures and various official forms and ensure adherence across all departments.
  - ✍ Initiate various HR communications at corporate office and across branches as and when required.
  - ✍ Update company policies and procedures and employee handbook & manuals when required.
- Successfully handled yearly HR audit with the ISO Dept & with the external audit team.

### **Induction, Orientation & Welfare Activities**

- ✍ Induction and Orientation of new Employees.
  - ✍ Provide induction program to the new recruits at all levels which includes providing information on joining formalities, Company profile & HR Policies.
  - ✍ Assist new hires with bank account opening, ID-Card, Visiting card, Email ID generation and coordination with IT team for issuing of other IT assets.
  - ✍ Socialization of employee's: Birthday celebration, Team Lunch & Dinner, Quarterly Town Hall Meet.
- Coordinate and negotiate with the Sales Team of different event management companies and 4-5\*Hotels for arranging of Annual Meets and Diwali Parties at their premises.

### **Strategic HR Operations**

- ✍ Conduct Pre & Post joining formalities for the new hires.
- ✍ Create and upload new employee's information data in internal employer database.
- ✍ Day to day HR operations, prepare and verify daily reports.
- ✍ Responsible for empanelment with the recruitment consultancies and coordinate with them.
- ✍ Preparation of official letters like Offer, Appointment, Confirmation, Appraisal, Relieving, Experience, Warning.

### **Exit Management**

- ✍ Conduct exit interviews and initiate separation formalities for resigned employees.
- ✍ Complete final clearance documentation of employees and Issuance of NOC.
- ✍ Prepare Full & Final settlement calculations.

### **Administration & Facilities Management**

- ✚ Coordinate with different vendors for all admin related issues in office and ensure that quality services are provided in a timely manner and negotiate and finalize the vendors.
- ✚ Handle day to day admin issues with electrician, plumber, carpenter, and pest control vendor, deep cleaning activities of the office and warehouse area.
- ✚ Arrange periodic maintenance services and AMCs like AC, vending machine, floor scrubbing, pest control etc.
- ✚ Procure and maintain various admin stocks like housekeeping & pantry supplies, stationery, electrical, first-aid kit.
- ✚ Monitor the performance of housekeeping and security staff.
- ✚ Travel Desk Management – Coordination for booking of hotels and local travel.

### **Vendor & Budget Management**

- ✚ Identifying and developing a dedicated and alternate vendor source for achieving cost effective purchases of materials and reduction in delivery time.
- ✚ Preparing comparative statement basis proposals received from vendors and recommending to management with proper justification.
- ✚ Negotiating with vendors for acquiring the best price under the guidelines of the policy and procedures set by the company.
- ✚ Assessing the performance of the vendors based on various criterion's such as percentage for rejections, quality improvement rate, timely delivery, credit terms, etc.
- ✚ Coordinate with local vendor development activity in North Zone and also coordinate among Corporate Office, Registered Office & Branch Office.
- ✚ Coordinate with different vendors for all related issues in office and ensure that quality services are provided in a timely manner.
- ✚ Generating Budget reports monthly/quarterly basis and submitted to as and when require by management.
- ✚ Coordinate and processing vendor payment as per the contractual terms and necessary approvals.

### **Business Development & Commercial**

- ✚ Looking for govt. bodies on regular basis for our running and upcoming business with DAVP, NFDC, ORANGO SOLUTIONS, SERVICE TAX DEPTT. & PSU SECTORS for ON - OFF screen business.
- ✚ Generating Commercial & Govt. Bodies MIS reports, maintaining & updating database etc. and provide the report as and when required by management.
- ✚ Looking & Responsible for commercial file completion in all respect i.e., completion of all documents and completion of all background checks as defined by the management.
- ✚ Responsible for all commercial, govt. bodies activities & direct reporting to General Manager (Commercial) & General Manager (PSU) and functional reporting to CEO & Director.
- ✚ Looking for Sales & Marketing department outstanding and same recover the payments (North Zone) and close the client's query.
- ✚ Looking & operating operation department for our ON-SCREEN & OFF-SCREEN business and their daily & monthly expenses and hiring operation executive in daily basis on requirement as promotions, block buster & mega block buster activities.



### **SCHOLASTICS**

- ✚ **MBA in Human Resource Management** from Sikkim Manipal University, Delhi in 2016.
- ✚ **Bachelor of Arts** from Delhi University, Delhi in 2003.
- ✚ **Diploma in Computer Software** from K.C.P Institute, Ghaziabad in 2001.
- ✚ **Senior Secondary School Passed** from C.B.S.E Board, Delhi in 1998.
- ✚ **Secondary School Passed** from C.B.S.E Board, Delhi in 1996.



### **PERSONAL VITAE**

Date of Birth : 9th December 1980  
Languages : English, Hindi  
Nationality : Indian  
Present Address : Noida Extension, Greater Noida West – 201009 (U.P.)

DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

**YOGENDRA SINGH**