

YOGENDRA SINGH

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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 COMPENTENCIES

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 Polices.
- ↳ 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: _____

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