

Ashutosh Singh

MBA in Human Resource with 8 years Experience in Manufacturing, Oil & Gas Industry.

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OBJECTIVE

To work in professionally managed Organization which will enable me to utilize my full ability, offer me ample growth potential for continuous learning and enhancement of my interpersonal skills and contribution to Organization.

SYNOPSIS

Versatile, goals driven HR professional from Karnataka State Open University offering insightful experience of more than 8 years credited with Manufacturing/Oil & Gas/Heavy Engineering/Power Industry extended expertise in General Administration, Vendor Management, Facility Management, Security Management, Transportation and logistics Management, Manpower planning and budgeting, Recruitment & Selection activities. Currently working with Aqua International as Dy. Manager Administration.

M/s Aqua International is ISO Certified Manufacturing Company of Water Coolers, Water Vending Machine & Other Refrigeration Products.

CORE COMPETENCIES

- General Administration.
- Facility Management.
- Transport Management.
- Operation and Maintenance.
- Vendor Management.
- Security Management.
- Recruitment & Selection.
- Training & Development.

PROFESSIONAL EXPERIENCE

Company :- Aqua International, Faridabad. (A Unit of Refrigeration Product)
Designation :- Dy. Manager - Administration
Duration :- January 2016 to till date.
Current CTC :- 3.0 Lacs per Annum.

Key Deliverables:

- Travel & Transport management by ensuring efficient timely service.
- Planning & monitoring security arrangements involving devising security plans & deployment of security personnel.
- Managing vehicles as per the requirement of the organization & planning to meet the forthcoming requirement.
- Keep check on Vendor like (Housekeeping, Electrician, Plumber, Groceries and stationary personnel and Coordinate with their supervisor for any issues.
- Logistic Management.
- Site administration.
- Arranging Room reservation and Cab's if require Employee's.
- Ordering Groceries and stationary accordingly.
- Handling activities such as time management, record of attendance, leave etc. in the organization.

- Managing of imprest for Admin related expenses.
- Arranging bouques on daily basis for birthdays and organizing birthday events every month.
- Vendor Management (Coordinating the all Vendor for the smooth operation).
- Demobilization/Transfer of employees from one Project Site to another Site.
- Manpower Planning with Management.
- Job posting in job portals viz. Naukri, Timesjobs, dealing with HR Consultants and internal reference.
- Screening applications, as well as Co-ordinating with the management and candidate for next rounds of interview.
- Preparation of Approval note for Appointment, Joining Formalities.
- Co-ordination and management of workers compensation.
- Preparation of employee contracts and letters of offer/rejection.
- Organize recruitment and selection including advertising, short listing applicants and correspondence.
- Numerical ability and data entry skills.
- Ability to work to deadlines.

Other Functions:

- Preparation/ Updation of Data pertaining to Health Insurance Scheme/ Medclaim Policy.
- Demobilization/Transfer of employees from one Project Site to another Site.
- Assigning Employee Code to new Joinee and taking Induction (explaining them about leave and Attendance policy).
- Leaves & Attendance Management - tracking cases of absenteeism, late coming, and incorporation of leave details.
- Sending monthly attendance sheet to all employee's, Resolving there issues in attendance if arises.
- All day to day administration functions/Establishment matters assigned by Head & Regional Director viz. issuing notices, circulars, assisting seniors in policy formulation/amendment in the existing policies etc.

Company : - **TATA PROJECTS LIMITED.**
Designation : - **Administration Officer.**
Duration : - **July 2014 to January 2016 (1.05 Years).**

Company : - **TEIL PROJECTS LIMITED, (JV of TATA and Engineers India Limited), Sec-62, Noida.**
Designation : - **Sr. Executive (Admin & HR).**
Duration : - **April 2010 to June 2014 (4.02 Years).**

EDUCATIONAL CREDENTIALS

- MBA in HR & Finance from Karnataka State Open University in 2014.
- Six Month Diploma in Computer Application in 2010.
- Master of Arts Degree (Kanpur University) in 2009.
- Bachelor of Arts Degree (Allahabad University) Allahabad in 2006.
- Passed 10+2 from U. P. Board in 2003.
- Passed 10th from U. P. Board in 2001.

TRAINING/WORKSHOP

- Training on 'Labour Law Compliances and Obligations of Employers' in EIL office Delhi in 2011.
- Training on 'Team Building – Inbound Program' in TEIL office in 2011.

PERSONAL DETAILS

Date of Birth : 15 August 1987.
Sex : Male.
Fathers Name : Shri Abhimanyu Singh.
Marital Status : Married.
Expected CTC : Negotiable.
Language Known : Hindi & English.

Date:
Place:

(ASHUTOSH SINGH)