

MANVI SINGH

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Objective

- To work in a challenging environment aiming for higher achievements in concern services to be a successful leader.

Executive Summary

- Hard working, quick learner with Masters in Business Administration (MBA) – Human Resource & Marketing
- Around 2 Years Working Experience in HR Function which includes, Medclaim, Induction or on boarding, Employee engagement, keeping of personal records. Having Good Verbal and Written Communication Skills. Strong people skills with an ability to multitask while staying result oriented.

Work Experience

- Currently Working with **Jakson Group**. (DG & Solar Panel Manufacturer, Solar & Electrical EPC service provider, **Turnover - 2500 Crores**) as **Executive – HR** from **Sept 2017 to till date**.

Job Profile

- . Developed, launched and administered new hire orientation program
- . Preparing or updating employment records related to hiring, transferring, promoting, and terminating
- . Ensuring new hire paperwork is completed and processed
- . Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc
- . Providing benefits orientations and enrollments in Medclaim Policies
- . Claims processing
- . Address employees' queries
- . Preparing monthly employee engagement calendar with Team coordination
- . Organize various programs like checkup camp, Festival celebration, monthly birthday celebrations, branch visits by HR team members, team building program & various competitions.
- . To develop new and innovative ways to engage with employees including seeking and acting on their feedback to identify the most effective methods.
- . Organizing training schedules for new and existing staff and kept training records up to date.
- . Assisting in the training and development of the Success-factor tool base.

- Trainee at Vivo Smartphone started in June 2017 – August 2017.

Job Profile

- . Handled attendance (Manually) & leave management.
- . Co-ordination for various employee engagement activities.
- . Preparing offer letter, job descriptions, completing joining Formalities and documentation.
- . Maintained employee's personal files and records.
- . Responsible for maintaining master data of new employees. Continues use of advance Excel.
- . Joining Formalities:
- . Taking care of joining formalities.
- . Verification of the documents submitted at the time of joining by new joiners.
- . Maintaining personal file for new joiners.
- . Handling New Employee Joining Activities & company Induction.
- . Employee personal file management.
- . Continuously updated HRIS of new joiners.
- . To help fill the all forms to new joiners.
- . Recording sales data and preparing sale Incentive.

- One Year and Two months experience as a Teacher in a **Balajee Ka Bachpan (BKB) a Play School**, Barabanki Uttar Pradesh in May 2014- July 2015.

Job Profile

- Coordinating Academic Schedule of the school.
- Coordinating all type of co-curricular activities in the school.

Trainings Undertaken

- 45 days in Human Resource and Marketing at A unit of **united Accrual services Pvt. Ltd. (UAS) international**, New Delhi

Computer Proficiency

- Well versed with MS Office.
- Diploma in Computer Application (DCA) – 6 months (1st January - 30th June 2015) under Lucknow computer Education Society.

Scholastics.

- MBA(HR And Marketing)(2015-17)from School of Management Sciences, Lucknow, Uttar Pradesh.
- B.COM 2011-14 from Mahatma Gandhi kashi Vidya Peeth (MGKVP), Varanasi, Uttar Pradesh.
- 12th 2010-11 from ST. Anthony's Senior Secondary School, Barabanki, Uttar Pradesh.
- 10th 2009-10 from ST. Anthony's Senior Secondary School, Barabanki, Uttar Pradesh.

Other Accolades

- Held First Position In College In MBA Batch(2015-2017)
- Awarded certificate of Appreciation, Contribution and presented paper in National Conference – 2016 at School of Management Sciences , Lucknow,
- National Program on Technology Enhanced Learning (NPTEL) Online Certification in Principles of Human Resource Management (Jan-Mar 2016)
- Winner of various Competitions like Add mad Show, Just a Minute, Sketching at College level.

Personal Details

- **Date of Birth:** 21st March 1993
- **Languages:** English and Hindi
- **Address:** 1237/A Munshiganj – Barabanki, Uttar Pradesh.

Place: Noida