

# PRERNA SINGH

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**Mob. No.** – **08800739868**

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## OBJECTIVE

“To work with an organization as a HR Professional that will utilize my experience, knowledge, and skills to fulfill the needs, goals, vision and mission of the company.

## EDUCATIONAL QUALIFICATION

- ❖ B.sc passed from M.D.U(Rohtak)
- ❖ 12<sup>th</sup> passed from H.B.S.E, Faridabad.
- ❖ 10<sup>th</sup> passed from H.B.S.E, Faridabad.

## COMPUTER KNOWLEDGE:-

- ❖ Well versed with Computer Applications (M.S Word, Excel, Power Point etc.)

## EXPERIENCE (4+ years)

- ❖ Currently working with **BALA JI MANPOWER RECRUITMENT PVT.LTD.**

Balaji Manpower Recruitment Pvt. Ltd. provides manpower in various companies. Its main customers are All plants of Victora pvt ltd., Maini constructions, Global Industries , Sage Metals Ltd,Era Group,etc .

Designation – **HR Executive**

## ROLES & RESPONSIBILITIES

### Time office:-

- ❖ Handling employee database (both in soft form and files management.)
- ❖ All form filling, Attendance and Leave Management.
- ❖ Absentees Report , Overtime Report

### H.R:-

- ❖ To maintain ESIC & P.F Challans .
- ❖ Leave policies and procedures.
- ❖ To maintain all registers (fine, overtime, salary, bonus, leave, attendance.etc.)
- ❖ Managing Advance salary, Ad hoc bonuses, and loans.
- ❖ Preparation of MIS Report in Excel sheet.( Employee database, Attendance Calendar/Attrition Report/Pf Database Management/Training Planner Chart)

- ❖ Work on payroll software as well as on excel.
- ❖ Making Full & Final settlement of employees.
- ❖ Well adverse with the knowledge of Bonus, Gratuity and Welfare.

### **Admin:-**

- ❖ Looking transportation, housekeeping, and contractor bill finalization.
- ❖ Knowledge of 5"S, Kaizen, ISO expectation from HR.
- ❖ Administering disciplinary procedures.

### **KEY SKILLS**

- ❖ Leadership, Good communication, positive attitude.
- ❖ Hard working & Determined.
- ❖ Problem solving skill and Confidentiality.
- ❖ Punctual & Sincere
- ❖ To believe in the long term commitment in the effective and efficient manner

### **PERSONAL DETAILS**

Father's Name : Sh. Ram Singh  
Date of Birth : 07/09/1993  
Gender : Female  
Marital Status : Unmarried  
Nationality : Indian  
Languages known : Hindi & English  
Salary expected : Negotiable

### **ADDRESS**

FCA-520,22 Feet Road Street No.-07,  
S.G.M Nagar, Faridabad, HR

### **DECLARATION**

I hereby declare that the above mentioned details are true the best of my knowledge.

Date: -

Place: - Faridabad

**( Prerna Singh )**