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CAREER OBJECTIVE- A professional endeavoring a challenging position that requires the thorough use of knowledge, skills to achieve demonstrated results.

PROFILE SUMMARY

- A Result-driven **HUMAN RESOURCE GENERALIST** professional with **4.5 years** of comprehensive experience.
- Profound knowledge of Recruitment, HRMS, Payroll Management, Learning & Development, Employee Relations, Statutory Compliances and other General Human Resource administration with a sense of ensuring better work culture within the organization.
- Exposure to a large-scale spectrum of HR Generalist functions concerning human resource management in various industries such as Education, Construction, Auditing & Accounting, Environmental Consultancy, Health care.
- A passionate learner, dedicated to obtaining the constant understanding of diverse industries, corporation and their functions.
- Outstanding interpersonal, communication, negotiation and analytical skills with strong organizational as well as team building capabilities.

KEY PROFESSIONAL SKILLS

- Talent Acquisition
- Training & Development
- Employee Engagement & Relations
- HRMS/HRIS
- Induction/ Onboarding/Separation
- Compensation, Benefits & Payroll
- Performance Management System
- Review/ Update of HR Systems
- Statutory Compliance
- ISO Standards
- General Human Resource Administration
- Other IT Skills; IT Administration, Networking, Information Security, Google Analytics

WORK EXPERIENCE

Company Name	Duration	Location
Paradigm Pioneers, India	July,2017- present	Delhi, India
Paradigm Pioneers, UAE	July, 2013- June, 2017	United Arab Emirates

KEY JOB ROLES & RESPONSIBILITIES

TALENT ACQUISITION

- Handling the complete recruitment life cycle & recognizing manpower requirements of various departments of the company.
- Planning human resource requirements in sync with the Senior HR Management of the organization.
- Screening the resume or CV as per the job description as well as skillset prerequisites.
- Coordinating the various rounds of interview for the shortlisted candidates.
- Negotiating; possibly finalizing remuneration for selected candidates.
- Accomplishing joining formalities of the selected candidates
- Briefing the recruitment agencies on the job description and exact manpower requirements to avoid any disagreement later.

TRAINING & DEVELOPMENT

- Recognizing training needs of employees for enhancing their behavioral as well as technical & soft skills
- Outlining and administering the training program for the company as per the individual needs.
- Directing programs to raise efficiency in operations towards the accomplishment of goals
- Assessing the effectiveness of the individual training programs by collecting feedback from staff
- Evaluating the training imparted in consultation with the head of the department after the specified interval of time.
- Customizing the existing training programs in an attempt to minimize the gap between what was trained and what was assimilated.
- Coordinating several training sessions based on both, the need of the business and employees.

EMPLOYEE ENAGEMENT & RELATIONS

- Handling queries of the new-joiners and existing staff concerning their joining, pay & relevant matters etc.
- Maintaining elements like Employee Discipline, grievances, and motivation to keep cordial employee relations
- Coordinating birthday celebrations, rewards and recognitions
- Employee counselling & problem-solving

HRMS/HRIS

- Guiding the team in implementation of the Human Resource Information System (HRIS)
- Handling updates & management of Employee Attendance, Leave record etc. on HRIS.
- Efficiently keeping records and maintaining employee database by updating their personal files on time.

INDUCTION/ ONBOARDING/SEPARATION

- Obtaining the new joiners report for the candidates scheduled to become employees.
- Resolving any concerns pertaining to non-submission of documents or for any other reasons
- Onboarding of joiners comprising Top management profiles (CEO, Vice President, MD, Executive Directors etc.), Interns, Campus Recruits & all other On-site hires.
- Managing the thorough end-to-end documentation of all the new joiners.
- Communicating internal policies and procedures, as well as HR Standards to all employees
- Ensuring smooth facilitation of work gadgets like laptops, tablets, phones, or other related devices for Middle and Senior level joiners.
- Coordinating with the bank representative for accomplishing the salary account opening formalities.
- Facilitating the official email activation for joiners.
- Coordinating with the Admin department to drive logistics, transport to the new joiners.
- Managing Induction programs across all branches and for all joiners.
- Driving smooth separation process for resigned employee.
- Taking exit interview feedback and passing the valid ones to the human resources senior management
- Issuing the relieving letter and executing the full & final settlement.

COMPENSATION, BENEFITS & PAYROLL

- Handling payroll using Excel & HR Software.
- Successfully managed payroll of more than 500 employees
- Managing of leave records, deductions of PF, ESI, Income Tax and other deductions of employees.
- Full & Final Settlement of ex-employees
- Handling queries related to Pay, Advances, Reimbursements etc.

PERFORMANCE MANAGEMENT SYSTEM (PMS)

- Successfully implementing the Performance Management System.
- Driving the whole documentation of Performance Management System
- Managing the appraisal and career advancement.
- Assisting Head of HR in framing KRA, scheduling appraisal meetings, drafting/issuing of appraisal letter and updating ratings on HRMS

REVIEW/UPDATE OF HR SYSTEMS

- Formulating, renewing and reviewing Job Description documents for all the positions across various functions in coordination with respective HOD's
- Maintaining attendance, MIS, New joiner & full & final settlement report. Providing details to Head of the Human Resources at frequent intervals.
- Securing the employees file & ensuring maximum confidentiality of their personal information or documents.

STATUTORY COMPLIANCE

- Ensuring lawful stand while executing all Government statutory laws
- Timely submission of returns

ISO STANDARDS

- Adept in handling documentation and undergoing both Internal and external audits.
- Efficiently Implementing various ISO concerning the human resource management and other functions in the organization
- Trained on internal for quality management system by specialists
- Manage and monitor nonconformities with respect to the QMS Procedure.
- Ensure that nonconformities are correctly recorded, and make sure relevant persons are notified on occurrence of nonconformance,
- Follow up the Corrective and Preventive actions.

GENERAL HUMAN RESOURCE ADMINISTRATION

- Preparing & handing over of all kinds of HR related letters (i.e. offer, appointment, confirmation, transfer, experience, etc.)
- Helping Head of Human Resources in preparing and amending HR policy manual for the organization.
- Keeping company property register and arranging the official email Ids, Mobile phones, Desktops, Laptops in coordination with IT Department.
- Processing the reimbursement of expenses claims of employees as well as the job applicants.

IT PROCUREMENT & ADMINISTRATION

- Purchase hardware and software following set procedures with guidance from the Senior IT Manager.
- Obtain hardware and software quotes on behalf of users and other IT team members.
- Follow software purchasing guidelines and liaise with the IT Manager to ensure software is in accordance with the business requirements
- Advise IT Support Staff of all relevant hardware/software deliveries.
- Investigating and diagnosing network problems.
- Collection of IT usage statistics.
- Providing recommendations when it comes to improving the organization's IT systems.
- Configuration and installation of IT solutions.
- Assisting co-workers with everyday IT needs.
- Setting up new users and management of security, passwords and backup.
- Maintain the IT Asset Management System ensuring that all assets are recorded and updated/removed when required.

PERSONAL SKILL

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|---|---------------------|
| • Good Communication, Management skills | • Proactive |
| • Time Management | • Problem Solving |
| • Leadership skills | • Analytical Skills |
| • Planning and organizing | • Quick Learner |
| • Teamwork | • Versatile |

EDUCATIONAL QUALIFICATIONS

COURSE	YEAR	INSTITUTION/ BOARD	SUBJECTS/ SPECIALIZATION	% / CGPA
Ph.D	2017-onwards	Al Falah University, Faridabad	Management (Marketing)	-
MBA	2013	Amity Business School, Amity University-Noida	Finance & Information Technology (Dual)	6.63/10
B. Tech	2011	Maharshi Dayanand University, Rohtak	Electrical & Electronics Engineering	74.3%
12th	2007	CBSE	English, Maths, Physics, Chemistry, Biology	83.2 %
10th	2005	CBSE	English, Hindi, Maths, Science, Social Science	89.9%

TRAININGS & CERTIFICATIONS

- **Certificate Ethical Hacker v9** by EC Council
- CCNA from Aptech
- **Certified Internal Auditor for ISO 9001:2008**
- ISO 27001 Certified for INFORMATION SECURITY MANAGEMENT SYSTEMS by AUBSI
- Introduction to Project Management from 'The British University'. Dubai
- 'Project Planning' from Hamdan Bin Mohammad University
- Team Building from Edict Training Ltd, Glasgow, UK
- Basic First Aid Training with CPR from Vigilant Safety Services, UAE
- Heat Stress Management from Hamriyah She- Q Club, Sharjah, UAE

ACHIEVEMENTS AND AWARDS

- Employee of the year award for 'Year-2014'
- Employee of the month for 'September-2013'
- Best Performance Award in 'Spanish' Language in MBA Program
- Gold Medalist in B. Tech
- Scholarship awarded in school in Class 10th
- Scholarship awarded by Hindi Academy.
- Certificate of merit in Math Olympiad

Language Proficiency: Proficient in English, Hindi and working language Spanish.

Interests : Reading Books, Travelling, and Painting.

Computer Skills : Auto CAD, Microsoft (Project, Access, Visio, Advanced Excel, Word, Power Point, Outlook)

PERSONAL DETAILS

DATE OF BIRTH	30 DECEMBER 1989
GENDER	FEMALE
NATIONALITY	INDIAN
PASSPORT NUMBER	L1825080
VISA STATUS	EMPLOYMENT VISA, UAE
REFERENCES	SHALL BE PROVIDED ON REQUEST

DATE: 16 April 2018

VANDANA SINGH

PLACE: Delhi, India