**MANVI SINGH**

House No: 1237/A, Munshiganj,

Barabanki, (U.P) -225001

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Email: manvisingh502@gmail.com

**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 1 Years Working Experience in HR Function which includes, Mediclaim,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***

* Set objectives for the HR team and track progress
* 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 Mediclaim Policies
* Claims processing
* Monitor key HR metrics
* Act as a consultant to managers and staff regarding policies and procedures
* Address employees’ queries
* Preparing monthly employee engagement calendar with Team coordination
* Organize various programs like check up 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.
* To achieve KPIs for retention of employees and improved engagement
* To support cultural change across the Group
* Trainee at Vivo Smartphone started in June 2017 – August 2017.

***Job Profile***

* Handling attendance (Manually) & leave management.
* Co-ordination for various employee engagement activities.
* Preparing offer letter, job descriptions, completing joining Formalities and documentation.
* Maintaining 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 jonnies.
* Maintaining personal file for new joiners.
* Handling New Employee Joining Activities & company Induction.
* Employee personal file management.
* Continuously updated HRIS of new joinees.
* To help fill the all forms to new joinees.
* 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**