

Contact

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acrotechinfra.com (Company)

Top Skills

Staff Development

Leadership

Operational Excellence

Certifications

Finance for Non Finance
Executives

Diploma in Business Administration

Aashima Singh

Bachelor's degree from Delhi University
Gautam Buddha Nagar, Uttar Pradesh, India

Summary

I am an energetic and dynamic person who enjoys a challenge and achieving goals. My present career aim is to do work in good environment. I am a motivated and detail oriented professional person looking to secure a position at a good organization, where I can bring immediate and strategic value and develop my current skill set further. During my recent company I worked as a head and decision maker person in Administrative, Human Resource and Operationally. Drawing on my excellent communication skills, I developed and maintained successful working relationships with the staff and my Higher....I am result oriented Professional with proven success of 18 years of Experience and led portfolios in various gamut of HR Effective Organizational procedures, Performance Management, Learning & Development, Employee Remuneration and Rewards, Employee Engagement, Outsourcing HR Functions, Change Management, HR Budgeting, Employee Relations and Operations.

Experience

Acrotech Infrastructure Private Limited

Senior Manager of Operations & Human Resource Management

December 2016 - Present

Noida Area, India

- Keeping to employees motivated, resolve conflicts and make hard decisions for all employees in the Company with Leadership. Duties include allocating budget resources, formulating policies, coordinating business operations, monitoring and motivating staff, managing operational costs, ensuring good customer service, improving administration processes, engaging with vendors, hiring and training employees. Increases management's effectiveness by recruiting, selecting, orienting, training, coaching, counseling, and disciplining managers; communicating values, strategies, and objectives; assigning account abilities; planning, monitoring, and appraising job results; developing

incentives; developing a climate for offering information and opinions; providing educational opportunities.
Develops strategic plan by studying technological and financial opportunities; presenting assumptions; recommending objectives. Maintains quality service by establishing and enforcing organization standards.

Acrotech Infrastructure Private Limited
Senior Manager Operations
December 2016 - Present
Noida Area, India

Achievers' Point
Center Head
August 2014 - November 2016 (2 years 4 months)
South Extension, New Delhi

- # Managing the day-to-day operations of the Training Center including admissions,
Planning, recommending and implementing the Training Center program.
- # Guiding the development of fundamental change for the Training Center program
to facilitate growth and financial strength.
- # Developing a written strategic plan for the program (covering finances, operations, marketing, staff development, communications and policy) with annual objectives.
- # Supervising internal and external communications.
- # Seeking opportunities to develop new revenue sources.
- # Developing contacts and partnerships with other organizations and individuals to
Increase awareness of the Training Center and advocate on its behalf.
- # Working with staff and instructors to establish effective Training Center Intern Team.
- # Developing, implementing and ensuring that both instructors and candidates are
seeing both financial success, and positive instructors' development
communicating with the management to ensure that the program serves the company.

IMT Ghaziabad

Center Manager

December 2001 - July 2014 (12 years 8 months)

Noida Area, India

- To manage the Admissions, operational, financial and personnel activities of the Office
- Monitor Center operations and objectives to ensure the most effective services are being provided.
- Monitor Center billing functions and revenue status
- Overall administrative responsibilities of the office.
- Co-ordination with HO on day to day activities.
- Preparing monthly MIS for management.
- Arranging need base training for the staff

Education

Himachal Pradesh University , Shimla

Master's degree, Public Administration · (1997 - 1999)

JGSSS, New Delhi

Bachelor's degree, B.A · (1994 - 1997)