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|  | Pooja Singh | | | |  |  | | --- | --- | |  | +91 8799776819 | |  | poojasingh11071993@gmail.com | |  | 13+ Month Experience | |
| HR Executive | | |
|  |  | Career ObjectiveSeeking to land the position as HR Assistant in your respected organization where I can contribute my administrative abilities and interpersonal skills to help and growth of the organization. | |
| Skills Recruitment  Induction and On-boarding  HR Policies and HR Manual  Leave Management  Performance Management  Employee Engagement  Workforce Management  Exit Formalities  Compensation and Benefits  Employee Motivation EducationMBA (HR& Finance)SYMBIOSIS UNIVERSITY 2017-2019 Post-Graduation (M.COM.)DR.B.R.AMBEDKAR UNIVERSITY 2014-2016 Graduation (B.COM.)DR.B.R.AMBEDKAR UNIVERSITY 2011-2014 PERSONAL  |  |  |  | | --- | --- | --- | | Father Name | : | Mr. Man Singh | | D.O.B | : | 11-July-1993 | | Religion | : | Hindu | | Nationality | : | Indian | | Languages | : | English, Hindi | | |  |
| ExperienceP.S ENTERPRISEFrom 10th December 2019 to Current as HR Executive  * Screening candidate profiles from various job portals, social media and identifying candidates * Managing hiring process by scheduling interviews with reminder and follow-ups and first stage screening for qualifying of all applicants. * Prepare hiring tracker for daily reports and weekly MIS reports * Manage on boarding process, approval for offer and coordinating to schedule the induction for new joiners. * Setup regular follow-up and feedback session for HR on employee engagement. * Handling HR with maintaining employee information with attendance data, employee life cycle with Entry and Exit records and all personal and professional information * Updating salary information in Excel sheet and coordinating with accounts departments. * Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, showcase notice, experience/service certificate, relieving letter. * Designed Policies and Various HR Forms and Induction Program.   HITECH MACHINE & TOOLS  From 19th June 2019 to 23rd November 2019as HR Executive   * Preparing ISO Documentation, Incoming Inspection Report for different stages. * Handing and updating on regular basis for on time delivery monitoring data, Training Records, Maintenance Records, Purchase Records. * Handling HR with maintaining employee information with attendance data, employee life cycle with Entry and Exit records and all personal and professional information. * Arranging training session and induction programs to new joiners. * Updating salary information and coordinating with accounts departments. * Maintaining inventories items and store department. * Coordinating with director for different activities. * Coordinating with quality department and production department | | |  |