**PALLAVI SINGH**

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*HR/Admin Executive with 4 years 4 months of experience in product-based environment HR Operation/Recruitment| Attendance and leave management*

# PROFESSIONAL EXPERIENCE

### ONEPLUS

*Shenzhen based smartphone manufacturer company.*

***Specialist-HR Operation March 2020 - Present***

*Responsible for Onboarding management, Probation Management, Exit Management and Background Verification.*

### LAVA INTERNATIONAL

Lava *International Limited is an Indian multi-national company in the mobile handset industry.*

* ***Sr.Recruiter******March 2019– March 2020***

**Responsibility**

**HR Administration:**

*Assist with the development of internal processes and procedures and provide input to ensure optimal HR services to the organization.*

*Providing support to professional development and onboarding of newcomers. Doing employee data maintenance, and risk and compliance management.*

*Responsible for answers all* *HR-related queries, disseminates policy updates to employees, conducts employee satisfaction surveys, and maintains the human resources information system.*

*Preparing documents such as non-disclosure agreements, contracts and procedural manuals.*

*Ensuring that efficient management of resources and operational risk control measures are in place to keep up business activities*

*Handling internal job posting and movement.*

### Employee Engagement

*Handled end to end employee engagement (Euphoria) - from planning to execution. Managed Reward and recognition- Nominations, Policy, R&R Council and Ceremony.*

### Recruitment:

*Worked as a recruiter for mid to senior level position in the organization through multiple sources like job portals, LinkedIn, employee referrals, internal transfers to cater talent needs.*

*Handled end to end recruitment from sourcing via various job portals and interview management.*

### Exit Formalities:

*Conducting exit interviews of the resigned employees.*

*Trying to get constructive feedback for company and get it implemented as improvement measures. Issuing relieving letter and experience letter.*

### Employee Relationship:

*Responsible for developing a positive work environment and managing relationships between management and employees.*

*Creating positive employee relationship for employee satisfaction which directly affects Productivity.*

*Organizing training for professional and personal growth of employees Responsible for handling disciplinary and grievances issue.*

*Ensures proper business communication among employees and carries out efficient conflict management.*

### Vendor Management:

*Assessment of manpower contract vendors and on-boarding them in coordination with TA team.*

*Regular assessment of vendor performance and report necessary realignment.*

*Ensuring smooth running of employee processes like on-boarding, off boarding and ongoing query management.*

*Conducting monthly meetings with Vendors, TA and HRBPs for seamless coordination. Design and revisit processes to improve overall quality of deliverables of vendor management function and to ensure cost optimization.*

### SPREADTRUM COMMUNICATIONS (Unisoc)

***Spreadtrum is a fabless Semiconductor company which produces chipsets for mobile phones.***

* ***HR Executive August 2016 – March 2019***
* ***Admin Executive August 2015 –July 2016***

***Worked as Admin Executive/HR Executive from August 2015 to March 2019 for Spreadtrum Communications India Pvt Ltd.***

**Responsibilities**

**Recruitment:**

*Understanding the requirement and getting job description form the concerned department. Screening the candidate by conducting telephonic or personal interviews.*

*Encouraging the employees to provide reference for better prospects Arrangement of technical interview and coordination with TAG. Communicating the employment status to the applied candidates.*

*Database maintenance and background verification of the shortlisted candidates.*

*Rolling out offer letter or letter of intent to finalized candidate, issuing appointment letter with brief working agreement and policies.*

*Giving a description on the policies, procedures and working culture of organization. Introduction of on-boarded candidate with the team.*

*Coordinating with the IT for email ID, access card and admin team Company ID card.*

### Attendance and Leave Management

*Keeping track of employee attendance and punching manually to attendance portal. Updating leaves, Out of Office and Business Travel punching to the Attendance Portal.*

*Maintaining Compensatory leave database.*

### Employee Motivation/Training

*Organizing training for professional and personal growth of employees.*

*Sending Motivational email to employees.*

*Hiring trainers for specific skill sets for imparting training to employees.*

### Employee Engagement

*Arranging party and off-site trip for employees.*

*Arranging sports day in-house events for employees.*

*Lunching Survey emailers for getting feedback from employees.*

*Preparing Survey Report and discuss the same with management for further improvements (if required).*

### Admin Executive:

*Travel Arrangement for Employees going on Business Travel.*

*Hotel booking, Ticket booking, Forex arrangement, on-ground transportation. Routine cab Arrangement for business needs.*

*Admin Stock Management.*

*Management for Admin resources like: Office Boys / Housekeeping staffs, Security Staffs, Drivers, etc.*

*Management and procurement of Low Value Consumables such as: Tea, Coffee, stationaries and toiletries.*

### EDUCATION

|  |  |  |
| --- | --- | --- |
| ***Course*** | ***College/Institute*** | ***Passing Year*** |
| *PGDHRM* | *Narsee Monjee Institute of Management Studies* | *2019* |
| *P.G Diploma (PR)* | *Bhartiya Vidya Bhawan* | *2015* |
| *B. Com* | *Seth Anandram Jaipuria College* | *2013* |
| *12th* | *Sree Ayyappa Public School* | *2010* |
| *10th* | *B.I.V (Bokaro Steel City)* | *2008* |

**SKILLS**

* ***Technical Skills:***

*Recruitment, Attendance and Leave Management, MS Office*

* ***Soft Skills:***

*Communication skills: Fluent in English, Hindi and Bengoli, PR Building*

# AWARDS

**Spreadtrum Communications** *LightHouseAward (EmployeeofQuarter), Oct2016-Dec 2016 LightHouseAward (EmployeeofQuarter), Oct2018-Dec 2018*

# PERSONAL DETAILS

## *Father’s Name : Mr. Pramod Kumar Singh*

* *Permanent Address : Sector – 12/F, Q. No- 2074, Jharkhand-827012, India.*
* *Date of Birth : 14th September1992*
* *Marital Status : Single*
* *Nationality/Religion : Indian/Hindu*
* *Interest &Hobbies : Watching Movies & P R Building*