

JYOTI SINGH



Address : 7.K.B SARANI FLAT NO 4B/3 ANANDAM APT MALLROAD KOL-80
Contact : +91 9830622430(M)
+91 8777085005(M)
E-Mail : Jyotisingh020892@gmail.com
LinkedIn : <https://www.linkedin.com/in/jyoti-singh-996709a0>

PERSONAL SUMMARY

A Confident and self motivated professional having over 5 years of Experience in HR and Administration activities. Having experience in Leave Management, Recruitment, Onboarding, Performance Appraisal, Salary Negotiations, Exit Formalities, Database Management along with day to day administration work.

ACADEMICS

Educational Qualifications:

Degree/Certificate	Qualifications	Institute	Board/University	Year of Passing	Aggregate %
Graduation	B.Com (Hons)	Maharaja Manindra Chandra College	Calcutta University	2014	65
12th	Indian Certificate of Secondary Education Examination	Julien Day School, Ganganagar	Council for the Indian School Certificate Examination, New Delhi (ISC)	2011	85
10 th	Indian School Certificate Examination	Julien Day School, Ganganagar	Council for the Indian School Certificate Examination, New Delhi (ICSE)	2009	86.2

TECHNICAL SKILL

- Smart office – Attendance Software
- Social Media Platforms for Job Posting
- Knowledge of HRMS software
- Microsoft Office Word
- Microsoft Office Excel
- Microsoft Outlook
- Microsoft PowerPoint
- Basic Knowledge of the Accounting Software ACE

PERSONAL SKILLS

- Employee relations
- Onboarding
- Performance Management
- Customer Management
- Contract Negotiation
- Time Management
- Written and Verbal Communication Skills
- Willingness to Learn
- Flexible

CERTIFICATIONS

- Attended Advance Excel Workshop conducted by Seven Eleven Academy

EMPLOYMENT DETAILS

1. **Organisation Name: B R Poddar Marketing Pvt Ltd**
Position: Junior Administrative Executive
Period: 15th November 2014 to 12th January 2017
2. **Organisation Name: Aditya Group (Bhaskar Aditya Enterprise)**
 - Position: Front Desk cum Administration Executive
Period: 16th January 2017 to July 2017
 - Position: Executive Assistant
Period: August 2017 – May 2019
 - Position: Assistant – HR & Admin
Period: June 2019 to June 2020

JOB RESPONSIBILITIES

1. **B R Poddar Marketing Pvt Ltd as a Junior Administrative Executive :**
 - Preparation of Tenders
 - Preparation Quotations
 - Preparation Proforma Invoice
 - Preparation Bank Guarantee
 - Drafting Letters – Offer, Appointment, Release, Experience, Salary Certificate etc
 - Communications with vendors, suppliers through Email
 - Maintaining Database in Excel
 - Attendance management in Software(Maintaining details of Leaves and Late Comings)
 - Recruitment
2. **Aditya Group (Bhaskar Aditya Enterprise)**
 - I. **Front Desk cum Administration Executive -**
 - Handling the Front Desk
 - Receiving Calls and Transferring to the respective department
 - Drafting Offer Letters, Release and Experience Letters
 - Conducting Telephonic rounds interview and lining the shortlisted candidates for the face to face interview.
 - Maintaining Leave Records and attendance of Employees in Smart Office Software
 - Communications with various suppliers, vendors etc through Email
 - Maintaining Employee Database in Excel
 - Maintaining Employee File
 - Stationary Management
 - II. **Executive Assistant -**

In addition to the HR and Admin related work as mentioned above, the additional responsibilities includes:

 - Listing of properties on various online portals such as Booking.com, Agoda.com, Airbnb, Expedia etc
 - Managing the rooms inventories on online portals
 - Sending Reservations Confirmation Email
 - Payment Follow Ups
 - Flight Ticket, Hotel Booking
 - Making Power Point Presentations
 - Research & Development
 - FB Posts/Communications
 - Sending Work Orders to vendors
 - Inviting and communicating with the media for official events coverage
 - Follow ups with the media for newspaper coverage status
 - Preparation of press release and invitation letter for the media
 - Basic Content Writing as and when required
 - III. **Assistant – HR & Admin -**
 - First stage screening of the applicants, conducting telephonic interview.
 - Scheduling and conducting preliminary interview making a report and sending the qualified candidates for the second round
 - Coordinating with consultancy for recruitment as per requisition given by HOD
 - Contract Negotiation, Conflict Management, Employee Relation.
 - Issuing and Drafting Offer Letter, Appointment Letter, Release Letter, Experience Letter, Salary Certificate
 - Joining Formalities: Documentation, Seat & System allocation, Issuing ID Card, Official Email ID, Visiting Card, Biometric Entry, Salary Account, PF & ESI after completion of probation period.
 - Induction and communicating the general office norms.
 - Introduction and sending welcome email.

- Preparation of Attendance in Smart Office Software
- Maintaining leave records (Sick Leave, Casual Leave and Privilege Leave) as per company policy.
- Maintaining Employees files and Employee database.
- Resignation procedure (Exit Interview, handover formalities, full and final settlement)
- Performance Appraisal Interviews and Reports
- Research at regular intervals about employee engagement, 360 degree appraisal formats etc
- Weekly campus visits.

PERSONAL DOSSIER

- Date of Birth : 2nd August, 1992
- Father's Name : Late Mathura Singh
- Gender : Female
- Marital status : Unmarried
- Nationality : Indian
- Hobbies : Playing Badminton, Listening to Music, Reading books, Sketching.
- Languages Known : English (Professional Proficiency), Hindi (Bilingual Proficiency), Bengali (Spoken)

Declaration:

I hereby declare that the above-mentioned particulars are true to the best of my knowledge and belief.

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(JYOTI SINGH)