Rohit Singh

+91 9999670732:mailrohitsingh@yahoo.com

**Address**: F181/5, Dilshad Colony, Delhi - 110095

**PERSONAL SUMMARY:** A diligent, competent and budding professional who is able to address and solve those problems that occur within a team, as well as those that occur outside of the team. I am keen on a career in Human Resources Management and confident that I possess all the skills and attitude needed to make a real success of anything that I do. I have a reputation for coming up with solutions rather than problems, and possess a track record of being smart-worker, inquisitive, and innovative.

**WORK EXPERIENCE**

**YMCA, New Delhi**

Sept, 2018 till date
**Front Office Assistant**

* Coordinate with the interdepartmental communications.
* Helping HR department in Recruitment process.
* Inventory control and ordering.
* Providing training to new joiner’s and trainees
* Promote services and amenities of the hotel to clients.
* Addressing customer grievances.
* Process reservation requests.
* Handle customer management.
* Event organising and management.
* Vender management.

**Key Skill/Expertise**

* *Customer Service*
* *Courteousness & Professionalism*
* [*Interpersonal Skills*](https://zety.com/blog/interpersonal-skills)
* *Data Entry*
* [*Time Management Skills*](https://zety.com/blog/time-management-skills)
* *Guest Reservation System*
* [*Technical Skills*](https://zety.com/blog/technical-skills)
* *Point of Sale (POS)*
* *Multitasking Skills*
* [*Organizational Skills*](https://zety.com/blog/organizational-skills)
* [*Written & Verbal Communication*](https://zety.com/blog/communication-skills)
* *Office & Administrative Skills*
* *Receptionist Skills*
* *Upselling & Promotion*
* [*Decision-Making Skills*](https://zety.com/blog/decision-making-skills-resume)
* *Microsoft Office / Google Docs*
* *Conflict Resolution*

**Tecwhiz India Pvt. Ltd, Noida**
Dec, 2011 – Aug. 2018
**HR Executive** July, 2017 – Aug, 2018

* Identification of manpower requirements.
* Headhunting - identifying and approaching suitable candidates.
* Using candidate databases to match the right person.
* Receiving and reviewing applications, managing interviews and tests and creating a shortlist of candidates for the client.
* Booking rooms for training as per trainer’s request.
* Preparing reports of new joiners regarding training schedules.
* Event Planning and Logistics Management.
* Vendor Management.

**PERSONAL STRENGTHS**

* *Passionate*
* *Forward thinking*
* *Focused*
* *Smart Working*

**Tecwhiz India Pvt. Ltd, Noida**
Dec, 2011 – Aug. 2018

IP Executive Jan, 2014 – July, 2017

* Managing work allocation for processors as per client needs.
* Train new team members on IP Docketing policies, procedures and technology.

IP Associate Dec, 2011 – Dec, 2013

* Service Delivery (Docketing and Trademark Services, Paralegal, Invoice Mgt, Post Grant Support).
* Manage docketing deadlines, sending reminders/follow ups to the appropriate point of contact

**EDUCATION**

* *Masters in Business Administration (Human Resource) KSOU 2013*
* *Bachelors of Hospitality Amity University 2010*

**Technical Knowledge**

* *MS- Excel (V-Lookup, H-Lookup, Pivot)*
* *MS-Office (PowerPoint, Word Processing)*
* *Windows XP, 7 & 10*
* *Windows Outlook*

**Lady Hardinge Medical College – New Delhi**

Aug 2010 - Aug, 2011
Housekeeping Assistant Manager

* Conducting training for the new joiners.
* Handling part of administration of housekeeping work.
* Managing housekeeping related work.
* Providing training about the chemical used in hospital.
* Coordinating with “Ministry of Health” and Hospital staff.
* Handled HR operations like coordination in joining formalities, I Cards issue, bank account opening, etc.
* Exit formalities of ground staff or blue-collar employees.

**ACHIEVEMENTS**

* Awarded as Star Performer for the Month for June 2012.
* Appreciation for best trainee in food production dept. at “The Lalit Hotel”, New Delhi.
* Hosted “World Hand Hygiene Day”.
* Only one got placed at “Ministry of health” for common wealth games at “Lady HardingeMedical College”.

Date:

Place: (Rohit Singh)