Anupama Singh

# About Me

 6.5 Years

 F1 76 Mohini Geet Parisar, Phase 1 Durgesh Vihar JK Road, Near Minal Residency,

 8982910657, 8435304277

 [thakuranupama1993@gmail.com](mailto:thakuranupama1993@gmail.com)

Professional Summary

Result-oriented professional with proven expertise in implementing the policy and procedure, recruiting & hiring having

3.5 years hand on experience and overall 06.5 years of experience. Experience in talent acquisition, exit interviews, recruitments, induction, on-boarding, salary negotiation, work day and joining formalities. Experience in using various job portals like Naukri, Indeed, Monster, Hirist, IIM jobs and LinkedIn. Used Boolean search strings & x-ray searches for more effective outcomes.

 **Work Experience**

  **Current –Maheshwari Advertising (Central India’s leading OOH Media House)Feb 2022 to till date Designation: HR Manager**

**Key Responsibilities**

* Managed end-to-end recruitment cycle from sourcing to on-boarding candidates
* Scheduled interviews with MD, Director HR and Respective Managers, followed up on feedback and closed HR interviews of shortlisted candidates
* Developed various MIS reports like master trackers & offer related reports and conducted background checks of joiners
* Monitored joining formalities like induction, collected joining papers, and issued offer & appointment letters
* Issued exit interview forms and conducted exit interviews
* Updated HR Lead through regular hiring and attrition reports
* Conducted employee satisfaction survey, took their feedback, and reported employee concerns to the senior management to resolve the same

## IPS & Company (CA Firm) FEB 2019 to APR. 2020

**Worked as a Administrator Key Responsibilities**

* Provides administrative support to ensure efficient operation of office.
* Answers phone calls, schedules meetings and supports visitors.
* Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
* Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
* Provides administrative support to ensure efficient operation of office.
* Answers phone calls, schedules meetings and supports visitors..
* Exhibits polite and professional communication via phone, e-mail and mail.
* Supports team by performing tasks related to organization and strong communication.
* Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.
* Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
* Provides information by answering questions and requests.
* Maintains supplies inventory by checking stock to determine inventory level, anticipating
* needed supplies, placing and expediting orders for supplies.
* Contributes to team effort by accomplishing related results as needed.

## Green Surfer Pvt. Ltd. (LED Light Manufacturer) FEB 2018 to NOV 2018

**Worked as a Senior HR Executive Key Responsibilities**

## Pre Recruitment Activities

* Managed end-to-end recruitment cycle from sourcing to on-boarding candidates
* Scheduled interviews with Respective Managers and MD, followed up on feedback and closed HR interviews of shortlisted candidates
* Developed various MIS reports like master trackers & offer related reports and conducted background checks of joiners
* Screening the profiles & scheduling and taking interviews for the short listed candidates.

## Post Recruitment Activities

* Responsible for all joining formalities of the new employees.
* Follow up for pending documents
* Coordinating with offer release
* Coordinating in generation of Appointment Letters
* Responsible for all joining formalities of the new employees.
* Follow up for pending documents
* Handling Reference Check / Ex-Employee verification
* Conduct and Facilitate in Induction programs

## Payroll Activities

* Salary disbursement
* PF & ESIC
* Co-coordinating with bank for corporate salary account

## Early Career

P.K. Metal Casting, Bhopal MP May’ 2016 toDec’2017 Position: HR Executive Unicorp Solutions Pvt Ltd Dec. 2014 to April’2016 Position: Administrator

Sri Aurobindo Ashram Delhi Branch Oct. 2011 to Feb’13 Position: Accounts Executive

\*\*Maternity break from May 2020 to Dec 2020, there after worked for Startek for 3 months Jan – Mar 2021 and Tech Mahindra July 2021 to Jan’2022 (work from home)

# Education

## Master of Business Administration with 70%

Barkatullah University, Bhopal (M.P)

## Bachelor of Commerce with 74%

Barkatullah University, Bhopal (M.P)

**SSC (Commerce) From CBSE with First Class HSC From State Board with Second Class**

# Description: Image result for thumb upCertificate

* Advance Excel (HR Analytical) From UDEMY in the year 2022
* Spoken English Course from Teach India, Delhi in the year 2011
* Accelerated English Speaking Course from Mirambika, Research Centre for Integral Education and Human Values, Delhi in the year 2013
* Teacher’s training in Mirambika Free Progress School, New Delhi, in the year2013-2014

# Skills

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* + Ms office
  + Ms excel
  + Pivot /V-lookup, L-lookup,/data validation
  + Company software’s

# Personal Details

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| --- | --- |
| Husband : | Mr. Nikhil Singh |
| Birthday : | 11-May-1994 |
| Gender : | Female |
| Marital Status : | Married |
| Nationality : | India |

**Declaration** I hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

**Date:**

**Place: Signature**