

Anupama Singh



About Me



6.5 Years



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



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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, Hirst, 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 to Dec'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



- 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 year 2013-2014



Skills

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



Personal Details

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

