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| **Anjali Singh**  Human Resources Professional  Human Resources Generalist with over 9 years of experience in recruiting, orientation, benefits, payroll, Performance Management System, employee engagement, retirements, terminations and promotions. Possess a track record of managing employee relations, driving compliance, administering HR programs and post-merger/Integration activities.  **WORK EXPERIENCE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **AM - People & Culture Professional (**November 2020 – Present)  RHI Magnesita India Ltd, Gurugram, India     * Handling recruitment process such as posting advertisement, phone screening for shortlisting, arranging, interviews, employment contracts & ensure replacement of resource within time bound & budget using **SuccessFactors (recruitment module).** * Involvement in campus recruitment program for GET and Global Trainee program (Global level). * Create and maintain filing systems, setup schedules and facilitate the onboarding process for new hires, coordinating with cross functional departments to deliver an exceptional first-day experience. * Responsible for administrative tasks for onboarding, new hire orientation and exit interviews, record data, including address, pay rate, benefits, absences and termination, for over 100+ employees into CHRIS (Global HR platform), ESS-leave, attendance, payroll etc. * Managing new employee orientations, benefits, payroll, retirements, terminations and promotions for over more than 100 employees. * Managing monthly attendance mgt**, Leave, payroll input** (contractual & On roll employees), yearly global bonus for employees. **Various report generation & mgmt.** as per requirement **(Headcount report, budget forecast, bonus & Incentive provisions etc.).** * Responsible for managing probation-confirmation records, timely initiation, and proper compliance of Statutory requirements under various labor laws PAN India - PF, LWF, PT, ESIC, gratuity, min. wages. * **Design, Implemented & updated policies and procedures** to maintain 100% compliance. Structuring & Implementation of programs and policies in the area of compensation structures, benefit packages (Medical insurance benefits, NPS, superannuation, reward & recognition programs etc.). * Help leaders to capture Performance, Potential ratings, Talent Flags and successor information during employee’s evaluation & manage **PMS via system SuccessFactors** (People Cycle). * Handling employees inquires, disciplinary mgmt. & grievances and resolve Human Resources issue. * As change management team member for MVS project (money value stream) coordinating with workstream leaders to understand the training need, creating training content and organizing training. * Identify training & development needs within an organization through job analysis, appraisal schemes and regular consultation with business managers, design & expand programs, produce training materials, manage the delivery of **training and development programs via SuccessFactors-L&D module**. * Timely & actively support in conducting smooth **internal & external audits process, actuarial evaluation**. * Coordinating in hiring of contractors/ vendors, contract negotiation & renewal, PR generation in SAP, ensure timely payment of bill, mgt. of contractual staff. * Organized and coordinated outbound team building events for various functions. Responsible for end-to-end mgt. of annual Town Hall/birthday bashes, organizing various engagement activities like health checkup camp, Festivals, team building games etc. * Ensuring smooth exit of the employees through Exit Interviews seeking separation in terms of all formalities in their full and Final Settlement   **AM - HR Generalist (**October 2017 – October 2020)  **LEDVANCE Pvt. Ltd., Gurugram, India**  **(*Formerly known as Osram India Private Limited*)**   * **Recruitment process:** posting advertisement, prescreening, interviews, employment contracts & ensure replacement of resource within time bound & budget. * **Create and maintain filing systems**, setup schedules and facilitate the **onboarding process** for new hires, coordinating with cross- functional departments to deliver an exceptional first-day experience. * Handling all administrative tasks for onboarding, new hire orientation and exit interviews, generate data into **HRIS, SAP HR Administration**. Various **report generation & mgmt.** as per requirement **(Headcount report, budget forecast, bonus & Incentive provisions etc.).** * **Attendance mgt, Leave, payroll input (contractual & On roll employees**), Quarterly & annual incentives, yearly forms for employees. * Managed confirmation records, Monthly Statutory compliance under labor laws PAN India -**PF, LWF, PT, ESIC, gratuity, min. wages**. * Handled employees inquires, **disciplinary mgmt. & grievances**. Assist and support management and the leadership team with handling and resolving Human Resources issues. * Developed/updated & implemented **HR policies, Sales Incentive policies** * Support management during employee’s evaluation process & managed a **performance appraisal system**. Identify **T&D needs** within an organization and design & expand T&D Programs. * Internal & external audits process, actuarial evaluation, stakeholder management * Responsible for end-to-end mgt. of annual Town Hall/birthday bashes, prepare HR inputs, organizing various engagement activities like health checkup camp, Festivals, team building games etc. * Exit Interviews seeking separation in terms of all formalities in their full and Final Settlement.   **Sr. Executive - HR & Admin (**October 2015 –May 2016)  Chetak Supply Chain Pvt. Ltd., New Delhi, India  **HR Generalist (**October 2013 –July 2015)  Jindal Stainless Ltd. (JSL-Life Himayat Project)  New Delhi, India  **HR Generalist (**October 2011 –September 2013)  ANH Engineering Services Pvt. Ltd, New Delhi, India *(Formerly known as Exxon Engineering Services Pvt. Ltd.)* | **CONTACT**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  • New Delhi, India (Open to Relocate)  **+91-9650631838** **anjali.jsllife@gmail.com**  • [linkedin.com/in/anjali-singh-86672a47](https://www.linkedin.com/in/anjali-singh-86672a47)  **SKILLS**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***Technical Skills:***  • Interviewing (Experienced)  • Recruiting (Exp.)  • HRIS (Exp.)  • Compensation & Benefits (Exp.)  • PMS (Exp.)  • HR Policies (Exp.)  • Learning & Development  ***Industry Knowledge*:**  • Personnel Management  • Benefits Administration  • Employee Benefits Design  ***Tools and Software:***  • ADP Workforce Now  • SAP SuccessFactors Recruiting & Succession PMS, L&D  • SAP Staff Matrix  • SAP HRM & HRIS  • MS Excel  **EDUCATION**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ANNAMALAI UNIVERSITY  MBA (HRM) – 2016-2018  NDIM  Post-Graduate Diploma  Business Administration  Delhi, India  JDMC, DELHI UNIVERSITY  Bachelor’s in Arts  Office Mgmt. & Secretarial Practice  Delhi, India — 2006-2009  **KEY ACHIEVMENTS**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  •Successfully completed post-Merger activates and integration done within 2 months’ time (of 3 legal entities).  •Implemented new employee referral program, reducing cost per hire by 35%.  • Recruited 100+ new hires that jacked revenue growth up during the 2021- 2022.  • Designed & Launched employee Handbook for India, WA&A Region.  • Cooperated with the leaders of RHIM to create an employee recognition program; raised retention and cut turnover.  •Smoothly accomplished VRS settlement of 350+ employees in a  week time & pending 100+ superannuation cases, deadline of  1 month (post carve-out). |