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| **Anjali Singh**  Human Resources ProfessionalHuman 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 UNIVERSITYMBA (HRM) – 2016-2018NDIMPost-Graduate DiplomaBusiness AdministrationDelhi, IndiaJDMC, DELHI UNIVERSITYBachelor’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 aweek time & pending 100+ superannuation cases, deadline of 1 month (post carve-out). |