

## Manisha Vikram Singh

U -174, AIIPS Luxury Girls PG, near metro pillar no. 30, Landmark - Side gali 4, Kotak

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### PROFILE SYNOPSIS

A diligent, **dedicated** & **proactive** Human Resources professional since **5.5 years** & Overall **7 years** of experience in private sector, aspiring for a **career growth** in the **Management Level** of a reputed organization, I am associated with **RIMS India Pvt Ltd** as an HR - Manager.

### CORE COMPETENCIES

- Well versed in HR operations
- Critical thinking Skills
- An Ethical Approach for Human Resources
- Good Communications Skill
- Zeal to MS Office excel
- Good Flexibility

### WORK EXPERIENCE

**RIMS INDIA PVT LTD**

**New Delhi, India**

**July'22 to Till Date**

**Manager-Human Resources Lakdi - The Furniture Co. (Co Sister Company Of RIMS India Pvt. Ltd.)**

- Recruitment: Responsible for End-to-End Recruitment from sourcing the candidates. Doing the HR rounds and finalizing salary of the candidate.
- Preparing & issuing Offer letter, Appointment letter, Relieving Letter, Warning letter, PIP letter, Termination letter etc.
- Preparing the Full and Final settlement of the Resigned or Terminated Employees.
- Preparing the attendance and sharing to the Finance department
- Maintaining monthly Leave records in the excel sheet.
- Reconciliation of leave balance as per application and balances.
- Fulfillment of Training and Development requirement of employees.
- Ensuring smooth Onboarding and Induction.
- Coordinating with colleague for completion of Personal file and documents of the employees.
- Hands on Experience on Employee Engagement Activities.
- Informing Loss Of Payment to employees

**Manager – Human Resources & Administration**

- Preparing financial statements, reports, memos, invoices letters, and other documents.
- Recruitment: Responsible for End-to-End Recruitment from sourcing the candidates. Releasing the offer Letter & Appointment Letter. Doing the HR rounds and finalizing salary of the candidate.
- Handling the Day-to-Day Activities in the organization of HR Related work.
- Vendor Management for the different departments.
- Compliance Management like PF, ESIC, Bonus, Gratuity etc.
- Managing the Office expenses and doing the book keeping.
- Preparing the attendance and sharing to the Finance department.
- Maintaining monthly Leave records in the excel sheet.
- Reconciliation of leave balance as per application and balances.
- Ensuring smooth Onboarding and Induction.
- Coordinating with colleague for completion of Personal file and documents of the employees.
- Informing Loss Of Payment to employees

**Executive – Human Resources**

- Preparing monthly input for payroll processing and sharing with vendor. It includes data of new joinees, Resignees, Salary Revision, bank a/c updation, Master changes.
- Coordinating & checking with vendor for draft pay sheet, final pay sheet.
- Preparing input for final settlement of the resigned employees. It includes employees details DOJ,DOR, DOL, payable days, leaves to be recovered, Notice period payable/recovery, other deduction/payment & gratuity (if applicable).
- Hands on Experience on Retaining of the employees understanding the needs of the employees and issues and resolving as per the company norms.
- Responsible for End to End recruitment from sourcing the candidate to releasing offer and appointment letter. Doing the HR round and finalizing salary of the candidate.
- Ensuring smooth Onboarding and Induction.
- Helping in Amendment in HR Policies and Processes.
- Fulfillment of Training and Development requirement of employees.
- Town Hall meetings with employees at various locations.
- Involving Employees in Engagement activities.
- Conducting Exit Interviews and Retaining Employees.
- Coordinating for declaration and submission of investment proof with employees and vendor.

- Preparing & issuing Offer letter, Appointment letter, Relieving Letter, Warning letter, PIP letter, Termination letter etc.
- Sourcing the candidates through Naukri, Screening and Scheduling Interviews. Also doing first round of interview.
- Maintaining the interview tracker with feedback and final status of the candidates.
- Compliances: Coordination with consultant for PF submission, Bonus returns, Maternity, RC amended & maintaining various type of register like Equal remuneration, loss & damage, recovery, Advances etc. under shop & establishment act.
- Maintaining daily attendance in the excel sheet on the basis of Bio Matrices report.
- Maintaining monthly Leave records in the excel sheet.
- Reconciliation of leave balance as per application and balances.
- Informing Loss Of Payment to employees
- Ensuring timely Deactivation of Employees in HRIS and other portals.
- Cross Checking of HRIS data and Bio Matrix data.
- Zing HR (ESS Portal): Addition/Deletion of employees, Password reset, Manager Mapping, Shift Assignment, Attendance regularization.
- Coordinating with vendor for LIC Policy (Gratuity) renewal & reimbursement of the employees.
- Coordinating with colleague for completion of Personal file and documents of the employees.
- Supporting to colleague for employee engagement activities.
- Maintaining training calendar, feedback form, Evolution, & effectiveness of training.
- Taking care for medical insurance renewal & reimbursement of the employees.

**IPROACTIVE SOLUTIONS PVT LTD**

**Mumbai, India  
July'2017 to Nov'2018**

### **Recruiter – Human Resources**

- Lineup the Candidates for the Interview.
- Taking Interviews of the Candidates.
- Coordinating with the candidate till the Joining Procedure is completed.
- Coordinating with the clients regarding the vacancy and joining formalities of the candidates who are selected.
- Providing the training to the candidates for the interviews.

**Customer Care Executive**

- Calling the customers and explaining about the subscription plans of Aditya Birla My Universe. It is a financial platform in which all the financial accounts can be added and handled.

**ACADEMIC DETAILS**

<b>QUALIFICATION</b>	<b>UNIVERSITY / INSTITUTE</b>	<b>YEAR</b>
PGD (HUMAN RESOURCES)	SVKM'S NMIMS DEEMED TO BE UNIVERSITY	2019
BSC (COMPUTER SCIENCE)	MUMBAI UNIVERSITY	2014
12TH	BOARD OF HIGHER SECONDARY EDUCATION, MUMBAI	2010
10TH	BOARD OF SECONDARY EDUCATION, MUMBAI	2008

**PROFESSIONAL QUALIFICATION**

- Completed Advanced SCNA 1 Year Diploma from Silicon Valley IT Certification India PVT. LTD, Nerul, Navi Mumbai- 400706.
  - SCNA Includes :- Hardware & Networking.
  - Training in MCSA with 70-270, 70-290, 70-291 & 70-284.
  - CCNA & Linux.
- SAP Course completed.

**PROFESSIONAL SKILLS**

- Familiar with MS-office 2003, Office 2007, E-mail & Internet.
- Known Operating Systems MS-DOS, Windows 98, Windows 2000,
- Windows XP, Windows Vista, Windows 7, Win. Server 2003, Red Hat Linux 5.

## TECHNICAL KNOWLEDGE

- Hardware Assembling and Disassembling.
- Desktop and Laptop Troubleshooting.
- LAN Installation and Trouble Shooting Network Problems.
- Creating users and Configuring properties on Server 2003.

## HOBBIES

- Listening to Music
- Travelling
- Spending time with Family
- Taking up new Challenges
- Learning new things

## STRENGTH

- Quick Learner with Positive Attitude
- High degree of motivation, adaptability and reliability
- Excellent organizations skills
- Great inter-personal skills
- Self-Confident and determinate

## PERSONAL DETAILS

- Date of Birth: 9th Sept'1992
- Marital Status: Single
- Linguistic Proficiency: English, Hindi, Marathi.
- Strength: Positive thinking, Good Listener and Quick learner.

## DECLARATION

I solemnly affirm that the above-furnished particulars are true to the best of my knowledge and belief.

**DATE:**  
**NAME : MANISHA SINGH**

**PLACE: NEW DELHI**