

Shyam Sunder Singh

Experienced Human Resource Officer with Expertise in Talent Acquisition, People Management and Admin Management.

CONTACT

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PROFILE

Looking for a challenging opportunity where I can apply my existing knowledge and skills and contribute towards success of the organization.

SKILLS

- MS Office
- G-Suite

LANGUAGES

English

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Hindi

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EXPERIENCE

HR OFFICER

Ballot House UK India Pvt Ltd (August 2021 – Present)

- Recruitment, Onboarding and Induction Management.
- Admin and Vendor Management including Housekeeping.
- Performance Management.
- Compensation and Benefits.
- Knowledge of HRMS like SAAR HR and Greyt HR.
- Workplace Diversity and Inclusion.
- Employee Relations and Communication.
- Talent Management.
- Training and Development.
- HR Policies and Procedures.
- Developing and implementing HR strategies and initiatives aligned with the overall business strategy.
- Bridging management and employee relations by addressing demands, grievances or other issues.
- Managing Events & Activities and Employee Engagement.

EDUCATION

Bachelor In Arts

2014-2017 (English, Geography and
Political Science)

Ewing Christian College

Prayagraj UP

MBA (HR and Marketing)

2017-2019

United Institute of Management
(AKTU) Prayagraj UP

Assistant Manager

Reliance Retail Ltd (August 2019 - June 2021)

- Worked closely with the project team involving all relevant partners, team representatives, to standardize and harmonize the HR admin process.
- Identified the requirements for HR admin process across various departments and identified substandard processes through interaction with HR specialists.
- Employee Documents Management, Time, and Attendance, Leave and Absence.
- Ensured Employee assistance and Wellness at all levels.
- Identified the difficulties and improvement potentials related to process steps and system functionalities.
- Worked with the Learning and development team for overall growth and development
- Screening of candidates and making calls and inviting for interviews.
- Bulk hirings.
- Handling the attendance of the Employees at Store Level.
- Actively playing role of a generalist and healthy contribution into Employee Engagement activities, grievance handling etc.