

Simardeep Singh

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Dynamic HR Manager with 3 years of experience in the fast-moving IT sector. Passionate about creating a positive workplace through efficient HRIS, seamless payroll, and employee engagement strategies. Skilled in recruitment and nurturing talent, with a focus on fostering genuine connections. Well-versed in labor laws and compliance, ensuring a fair and supportive work environment. Committed to helping employees grow with tailored feedback and encouragement, while driving performance through learning and development initiatives. A people-first approach, combined with strategic thinking, makes me a trusted partner in building successful teams.

Experience

SEPTEMBER 2024 – PRESENT

Human Resource Business Partner | Arramton Infotech Pvt Ltd. | Delhi, India

Overseeing HR operations for two subsidiaries companies:

- **Carenzy Global Private Limited** (Automobile)
- **KMD Keys World Impex Private Limited** (Machine Manufacture)

In my role, I drive the HR strategy across these diverse industries, ensuring seamless alignment with business goals. I lead initiatives in talent acquisition, workforce planning, and succession management, enabling each company to attract, retain, and develop top talent. My focus on employee engagement, well-being, and leadership development fosters a culture of high performance and innovation.

Key responsibilities include optimizing HRIS systems, overseeing payroll and compliance, and crafting customized training programs that drive continuous learning. I partner closely with senior leadership, providing strategic insights to influence decision-making and enhance organizational effectiveness. By leveraging data-driven HR solutions, I ensure that HR initiatives contribute to long-term business growth and success.

AUGUST 2023 – SEPTEMBER 2024

Human Resources Manager | Arramton Infotech Pvt Ltd. | Delhi, India

Overseeing HR operations for two subsidiaries companies:

- **Carenzy Global Private Limited** (Automobile)
- **KMD Keys World Impex Private Limited** (Machine Manufacture)

As HR Manager, I lead talent acquisition, performance management, and employee engagement across IT, automobile, and manufacturing sectors. I manage HRIS, payroll, attendance, training, and legal compliance, ensuring HR strategies align with each business's unique needs. With a focus on fostering a positive workplace culture, I drive initiatives that support employee growth and align with overall business goals.

MARCH 2023 – AUGUST 2023

Senior HR Generalist | Opusys Technologies | Noida, U.P, India

As a HR Generalist in a startup company provided first staff to the firm and drafted policies. Responsibilities include talent acquisition, onboarding, HR policy development, employee relations, performance management,

training, compensation, benefits administration, HRIS management, legal compliance, and employee engagement. Proven ability to thrive in dynamic settings and contribute to organizational growth.

→ NOVEMBER 2023 – MARCH 2023

Human Resource Executive | CABT Logistics | Gurugram, Haryana, India

As the Human Resource Executive at a leading logistics firm, I focus on attracting, engaging, and retaining top talent. I lead recruitment strategies in partnership with department heads and drive employee relations and engagement programs to foster a positive workplace culture. I manage performance evaluations, career development, and ensure compliance with HR policies and regulations. Additionally, I maintain precise HR records and administer benefits programs. By analyzing HR metrics, I collaborate with senior management to support strategic HR planning and contribute to the firm's growth

Skills

Talent Acquisition • Payroll Management • Labor Laws & Compliances • Strategic Initiatives • Policy Making • Performance Management • HRIS & HRMS • Attendance management • Onboarding & Offboarding

Tools

KEKA • Zoho • Workday & ADP Workforce • MS Suite • Slack • Jira

Education

2021 - 2022

PGDM – Corporate Communication | Delhi University | Delhi, India

2018 - 2021

Bachelor of Business Administration Human Resources Management | CCS University | Noida, U.P, India

LANGUAGES

English

Hindi