

Ashutosh Singh

Integrated (Btech + MBA)



CONTACT

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EDUCATION

- B tech. + MBA (Integrated) 6.87(CGPA) (2014-19) Gautam Buddha university, gautam Buddha nagar, greater Noida
- Intermediate 79.6% (2012-13) Guru Nanak English School Shivpur Varanasi - 201307
- High School 9 CGPA (90%) (2010-11) Guru Nanak English School Shivpur Varanasi - 201307

SOFT SKILLS

- Excellent communication skills and ability to present complex information in an easy to understand format Strong Work Ethic.
- Problem Solving

Hard Skills

- Knowledge of Microsoft office



CAREER OBJECTIVE

A self-motivated, passionate, keen analyst with good academic record, focus on contribute towards efficient & effective organized working through honing professional, analytical and consulting skill thereby ensuring the actualization of potential into reality.



WORK EXPERIENCE

- ✓ Apeksha Gourmetjar Pvt. Ltd.
Hr (Admin) Executive
Jan`22 to till date

Recruitment

- Sourcing candidates though LinkedIn, Internshala and various social media platforms.
- Recruitment - screening, preparing JD's, short listing the candidate, Organizing interview etc.
- Posting Job advertisements to job boards.
- Hiring of the blue collar workers.

Onboarding:

- Administer the on boarding process of newly hired employees by initiating employment check.
- Screening and first day orientation to acquaint them with company`s operational procedures and policies
- Making Induction of the new employees to make them aware of the organization policies, procedures, facilitating their interaction with different functional heads of the different departments.
- Updated the concern on Resource Allocation ie, on workstation, system, project allocation for training and other facilities for the new recruits.

Payroll & Operations:

- Updated payroll records by reviewing and approving changes in exemptions, saving deductions.
- Arranged Payroll (including new joiners, leavers, benefits, sickness absence payments).
- Responsible for completion of midyear and annual performance Appraisal.

- **Preparing Offer Letters, Appointment Letters, Confirmation, Promotion and Relieving Letters.**
- **Liaison with banks for activation of Corporate Salary Accounts.**
- **Assist in Updating monthly salaries and other monetary benefit.**
- **Generating salary statement & timely issuance of employee pay slip.**
- **HR Operations & MIS - Records Updating, Circulating reports on daily, weekly and Monthly.**
- **Practice of rules/regulations under Factory Act, compliance related to labour laws.**
- **Familiarity in Liasoning with various government officials (ESI, PF, other applicable Dept. authorities)**

✓ **Head Feild Solution Pvt Ltd**
Technical Recruiter,
Aug'21- Dec'21

- **Managing ATS (Like Oorwin, Bullhorn**
- **Responsible for handling recruitment for Direct Clients in the US**
- **Develop action plans/recruiting strategies to identify qualified candidates through various job portals.**
- **Responsible for achieving a good conversion ratio of submittals into interview. etc).**

✓ **Devishna Information Technology and solution Private Limited**
Hr Executive,
May'19 – Aug'21

- **Screening potential employees' resumes and application forms to identify suitable candidates to fill Job Vacancies**
- **Performing in-person and phone interviews with candidates.**
- **Coordinating new hire orientations.**
- **Administering appropriate company assessments.**
- **Performing reference and background checks.**
- **Making recommendations to company hiring managers.**
- **Following up on the interview process status.**
- **Produce and submit reports on general HR activity.**
- **Updating company databases by inputting new employee contact information and employment details.**



Declaration

I hereby declare that above information is correct to the best of my knowledge.

Date:

(Ashutosh Singh)

Place: