

Adarsh Singh

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ABOUT ME

HR professional with a passion for positive change. Currently, an Assistant Manager - HR at BiggPocket, specializing in recruitment, HR analytics, and HR Operations. Proven track record in reducing disputes and administrative overhead. Holds an MBA in HRM, skilled in talent acquisition, payroll, and employee relations. Certified in Advance Excel, People Analytics, and Strategic HRM.

CAREER OBJECTIVE

Diligent HR professional committed to advancing my career in Human Resources, leveraging a solid foundation and experience in HR and operations. Eager to drive positive change and contribute significantly to organizational success through the knowledge of HR analytics, diversity and inclusion, and employee development strategies.

WORK EXPERIENCE

- **ASSISTANT MANAGER - HR, BIGGPOCKET**

Dec 2023 – Present

- Develop and implement recruitment strategies to attract top talent.
- Conduct job analysis and create job descriptions in collaboration with hiring managers.
- Manage end-to-end recruitment, including sourcing, screening, interviewing, and onboarding.
- Oversee attendance tracking, enforce policies, and address non-compliance.
- Maintain accurate employee records and ensure data protection compliance.
- Address HR-related queries and assist in developing HR policies and procedures.
- Prepare reports on recruitment, attendance trends, and HR metrics for strategic decision-making.
- Build relationships with internal stakeholders and collaborate with external agencies for seamless recruitment.
- Plan and execute employee engagement activities.

- **EXECUTIVE – HR , INSTANT TRANSPORT SOLUTIONS PVT. LTD.**

Nov 2022 - Dec 2023

- Conducted full-cycle recruitment, successfully placing 150+ employees.
- Managed employee relations, reducing workplace disputes by 25%.
- Administered benefits and compensation programs in line with company policies.
- Implemented an automated HRIS system, reducing administrative overhead by 30%.
- Led performance appraisal process, enhancing employee engagement.

- **RECRUITER, INNOVSOURCE**

July 2022 – Oct 2022

- Managed full-cycle recruitment, from sourcing to onboarding.
- Developed recruitment strategies and conducted job analysis to create job descriptions.

- **TEAM LEAD - OPERATIONS, HIVELOOP LOGISTICS PVT. LTD.**

Aug 2021 – June 2022

- Fostered an inspiring team environment with an open communication culture.
- Set clear team goals, delegated tasks, and monitored day-to-day operations.
- Oversaw team performance and reported on metrics.

EDUCATION

MASTER OF BUSINESS ADMINISTRATION, AMITY UNIVERSITY

Specialization in HRM

2022 -2024

BACHELOR OF ARTS, VBSPU

Specialization in Language & Literature

May 2018 - 2021

CERTIFICATIONS

Advance Excel Professional

Understanding Operations Management

People Analytics (Unacademy)

Certification in Professional & Life Skills

Product, Services, & Branding

Strategic HRM

SKILLS

HR Operations

Talent Acquisition & Recruitment

Employee Relations & Engagement

Payroll Management

Compensation & Benefits Administration