



AJAY SINGH

HR GENERALIST

CONTACT

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R2, R-Block, Kasturba
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Delhi - 110024

EDUCATION

2023 - 2026

KURUKSHETRA UNIVERSITY

- Bachelor of Laws

2021 - 2023

KURUKSHETRA UNIVERSITY

- Masters of Business
Administration - HR/IT

2015 - 2018

**SWAMI VIVEKANAND
UNIVERSITY**

- Bachelor of Science - Non
Medical

SKILLS

- MS Office
- Project Management
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Detail Oriented

LANGUAGES

- Native Hindi
- Advance English

PROFILE

A dedicated and results-driven HR professional with a strong foundation in recruitment, employee engagement, and policy development, seeking a challenging role in Human Resources to leverage my skills in fostering positive work environments, driving talent acquisition, and supporting organizational growth. Eager to contribute to strategic HR initiatives that enhance employee satisfaction and organizational effectiveness while continuing to grow and expand my expertise within a dynamic and collaborative team.

WORK EXPERIENCE

Surya Construction Pvt Ltd

Site Engineer

- Develop detailed work plans, schedules, and milestones to ensure timely project completion.

Aditya Enterprises

Site Engineer

- Civil work in Delhi Metro Rail Corporation (DMRC) involves large-scale construction and infrastructure development to build, expand, and maintain metro rail systems.

Varindra Construction Limited Under (NBCC INDIA LTD)

HR Training Intern

- Name of project - Redevelopment of GPRA Colony at Sarojini Nagar, New Delhi.
- Involved in a range of HR related activities like; Recruitment & Selection, Employee Onboarding, Employee Engagement Activities, HR Policy and Documentation, Performance management, Data management and reporting, Employee relations & Payroll and benefits, Compliance & record keeping, Exit procedures.

B S Construction Company

HR Intern

- Involved in the recruitment process for engineers, administrative staff.
- Identify training needs based on employee performance assessments.
- Involved in Payroll & Attendance and Employee Grievance handling.

Wayspire Ed Tech Pvt Ltd

HR Generalist

- Responsible for handling wide range of HR tasks; Recruitment and staffing, Campus Placement Drives, Training and development, Employee engagement and Retention, Talent management and Succession planning, Exit and Offboarding processes.