




# ROHIT SINGH

## HR MANAGER

 6203504808

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### EDUCATION

**Dev Bhoomi Group of Institution**  
Bachelor in Computer Application

**Graphic Era**  
MBA in HR

### Certification:

- Diploma Course in Generalist Human Resource Management
- Administrative Human Resources
- HR Human Resource: Compensation and Benefits
- Human Resource: Payroll
- Human Resources: Managing Employee Problems

### CAREER OBJECTIVE

Dedicated and results-driven Human Resources Manager with a proven track record of designing and implementing effective HR strategies. Seeking a challenging role to leverage my extensive experience in Talent Acquisition, Employee Relations, Performance Management, Training and Development, HR Policy Development, Compensation, and Legal Compliance.

### PROFESSIONAL EXPERIENCE || 3 Years Experience

May 2023–Present

#### **Sculpt Design Studio** || Interior and Architecture Domain and Manufacturing Domain

HR Manager, New Delhi

- Oversaw a human resources department and its various functions single-handedly.
- Spearheaded recruitment efforts, resulting in a 20% reduction in time to fill and a 15% improvement in the quality of hires.
- Implemented and managed employee engagement initiatives, leading to a 25% increase in overall employee satisfaction.
- Developed and executed training programs to enhance employee skills and improve performance, resulting in a 10% increase in productivity.
- Prepared and updated employment records, compensation packages, benefits, disciplinary behavior, and disputes.
- Established and maintained effective employee relations programs, resolving conflicts and promoting a positive work environment.
- Development-oriented performance appraisal with annual increments and promotions
- Performed background checks on all applicants before extending offers
- Administered and processed paperwork related to new hires, job candidates, employment concerns, and complaints.

Jan 2022–May 2023 || 1.5 Years Experience

#### **Nityo Infotech** || IT Domain and Staffing Industries

HR Executive, Dehradun

- Excessive experience working on Indeed, Naukri, and other various job portals
- Time-framed recruitment with respect to manpower planning & budgeting
- Preparation of job description as per the project
- Conduct telephonic interviews or interviews through Video conferencing with the technical team for evaluation of the employee.

- Sending compensation agreement, offer, interview, and acceptance or rejection.
- Development-oriented performance appraisal with annual increments and promotions

### Core Skills:

- Recruitment & Retention
- Orientation & On-Boarding
- HRIS Technologies
- Employee Relations
- HR Policies & Procedures
- Training and Development
- Performance Management
- Organizational Development
- Employment Laws
- People Management & Leadership

### Skills:

- Extensive knowledge of HR processes
- Excellent written and verbal communication skills
- Proficient in MS Office and HR Management software
- Strong organizational and problem-solving skills
- Ability to build and maintain relationships
- Results- oriented

### HR Volunteer:

- HR SUCCESS TALK

### Open to Relocate:

- Delhi NCR
- Chandigarh
- Uttarakhand
- Himanchal

## Core Strength

### Manpower Planning/Recruitment

- Managing the complete recruitment cycle for sourcing the best talent from diverse sources after identifying manpower requirements.

### Compensation & Benefits

- Implemented various policies, including pay package for newly hired employees
- Design Salary structure as per organizational requirements and prevailing industry trends

### Performance Appraisal

- Managing the Appraisal process across the level and establishing a framework for substantiating the Performance Appraisal System linked to Reward management.

### Employee Relation

- Developed and executed employee engagement initiatives that increased employee satisfaction scores by 15%.
- Implemented conflict resolution strategies that reduced employee grievances by 25%.

### Policy Development and Implementation

- Created and implemented HR policies that improved employee relations and compliance.
- Reviewed and updated company policies to ensure they align with best practices and legal requirements.

### Training and Development

- Managed performance review processes, providing constructive feedback and development plans for employees.
- Implemented performance improvement plans (PIPs) that led to a 20% increase in productivity

### Employee Recognition and Reward Programs

- Developed and managed employee recognition programs that boosted morale and motivation
- Organized employee appreciation events, leading to higher engagement and retention rates.