**CURRICULUM VITAE**

**Name: Shashank Singh**

**Address:** Flat No. 201/204, Regina apartment, Fatherwadi Road , Vasai (East)

**Mobile no:** 9004249440

**Email id:** [**shashanksingh41@gmail.com**](mailto:shashanksingh41@gmail.com)

**Qualification:** Post Graduate Diploma in H R & Administration

**CAREER OBJECTIVE**

To work towards the success of the organization, blending my knowledge and creativity in a positive direction, thus achieving a mutually successful position for the organization & myself

**EXPERIENCE**

**Narmada Offshore Constructions Private Limited, Turbhe**

Human Resource Manager **(Rejoining)**

(1st June 2021 till date) (**Narmada Offshore Constructions Private Limited, Turbhe**

Human Resource Manager

(2nd January 2017 till Feb 2020)

**Job Profile:-**

**Recruitment:**

* Recruitment and selection of Candidates for approved positions and involve in the END to END of recruitment process.
* Arrange the interview with General Manager & C.E.O. Conduct preliminary round of interview.
* Keep tracks for interview rounds, responsible to recruit vacancy within 30days.
* Preparing job profiles, job description for employees.
* Update organization chart for recruitment process.
* Joining Formalities,
* Conducting Exit Interview and evaluation of it.

**New Employee Orientation / Induction:**

* Responsible for new employee orientation program, issue appointment letter, Job Description and safety gears on day one of the joining.
* Create employee personal file and maintain the same accordingly check list.
* Order the identity card and register on the bio metric machine for attendance.
* Co-ordination with banks for new joined Salary Bank Account opening, and for other banking formalities and solve query of employees of any banking related matters.
* Explain the company policies, about culture, vision and ethics organization

**Salary & Compensation:**

* Pay roll and compensation management.
* Responsible for monthly salary process.
* New CTC calculations on confirmation and on annual increments
* Making Full and final settlement of resigned employees.
* Tracking and arranging salary advances for value adders and other staff.

**Training & Development:**

* Responsible training plan, record, arranging training and maintain data for employees.
* Taking quarterly training need feedback from HODs and arrange the trainings accordingly.
* Then keep track of each training and do the training effectiveness feedback from employees after 3 months’ time for evaluation and measure effectiveness.

**Performance Appraisal:**

* Keeping track on Confirmation Appraisal, Mid-term appraisals and Annual appraisal, promotions and Timely confirmation and appraisal maintaining employee tracking and employee matrix and HR master data.
* Evaluate performance reviews with Directors for final verdict.
* Then issue the new CTC and letters accordingly.

**Administration:**

* Preparation of Offer Letter, Appointment Letters, Transfer Letters, Salary Revision Letters, Promotion Letters and Certificates etc
* Tracking attendance & leave management
* Safety and Recreations Programs, arranging small party for employee birthday, arranging for picnics, get together, and extra curriculum activities.

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**Eric Structures & Infrastructure Consultant Pvt Ltd, Andheri**

Human Resource Manager

(1st March 2020 till 11th May 2021) **( Covid Lay off)**

**Job Profile:-**

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**Administration:**

* Preparation of Offer Letter, Appointment Letters, Transfer Letters, Salary Revision Letters, Promotion Letters and Certificates etc
* Tracking attendance & leave management
* Site Visit

**Narmada Offshore Constructions Private Limited, Turbhe**

Human Resource Manager

(2nd Jan 2017 till 1st Feb 2020)

**Job Profile:-**

**Recruitment:**

* Recruitment and selection of Candidates for approved positions and involve in the END to END of recruitment process.
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**Hogo Works Solutions Private Limited, Malad**

Associate Human Resource

( 9th July 2014 till 9th July 2015 )

**Job Profile**

* Recruiting through job portals combined with utilizing existing candidate relationships and referrals, along with various other sourcing techniques and handling End-to-End recruitment process.
* Interview process by taking 1st Round & 3rd Round.
* Induction at the time of joining. Complete documentation.
* Handling in- house volume hiring (mass hiring, bulk hiring) & lateral Hiring, heading a team of 3 recruiters and managing total 3 locations across India.
* Providing them temporary ID's till the time they will not clear the OJT (On Job Training) and Permanent ID"s after clearance of OJT.
* Responsible for preparing letters like offer, confirmation, increment, appraisals, CAP / DAP, termination, transfer etc.
* Responsible for controlling attrition and assist in development of
* Policies and procedures to ensure staff retention.

**Employee Engagement & Relations:**

* To be the first level of interface between HR & Operations for all HR related initiatives and query handling.
* Ensuring implementation of HR initiatives on the floor such as POA, HR Forums, Satisfaction surveys, etc.
* Responsible for taking care of all stationary available in organization.
* Handle all queries, grievances and escalations and ensure the same are resolved within committed time lines.
* Ensure closure and communication of Employee listening mechanism action plans jointly with Operations.
* Conduct regular refresher training on HR policies to ensure clarity/awareness on HR policies and procedures.
* Ensure employee concerns relating to salary, insurance claims, and food coupons are resolved within committed time lines.
* Resolve queries regarding Full and Final settlements and ensure quick resolution of the same.
* Conduct Exit Interviews for resigned employees and escalate issues, if any, arising of the interview.
* Ensure clearances for resigned employees are completed within committed time-lines.
* Responsible for planning, collating, tracking and adherence of Event Calendar.

**Brain Storm Placements, Malad**

Recruitment Consultant

( July 2012 till June 2014)

Job Profile

* End to end recruitment.
* Client co-ordination for requirement.
* Recruiting through various sources such as campus recruitment, job portals and setting our own database.
* Screening of the candidates for the interview – communication skills, current experience, current and expected salary package, education, and notice period.
* Candidate searches using social networking (Linked-In), referrals, internal databases, network events, and job boards etc
* Briefing the candidates about the job profile, salary package, organization etc.
* Arranging the interview schedule with the client and candidate.
* Maintaining database of all candidates in excel sheet.
* Feedback of the interview both the client and candidate.
* Follow up of candidates to till joining

**ACADEMIC QUALIFICATIONS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course** | **Year** | **Board / University** | **Institution** | **Class** | **%/Grade** |
| PGDM- H.R & Admin | 2016 | Tata Institute of Social Sciences | TISS | 1st Class | B+ |
| B.C.A | 2013 | Jaipur National University | JNU | 1st Class | 77% |
| Diploma in Electronics & Telecommunication | 2009 | Mumbai University | B.G.I.T | 1st Class | 61% |
| S.S.C. | 2006 | Maharashtra State Board | VVEHS | 1st Class | 60% |

**PERSONAL DETAILS**

**Date of Birth :** 23rd August 1990

**Marital Status :** Single

**Father’s Name** : Mr. Shyam Bahadhur Singh

**Mother’s Name** : Mrs. Maya Singh

## Hobbies : Watching T.V & Travelling

## Languages known : English, Hindi & Marathi

## 

**DECLARATION**

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

Place: Mumbai

(shashank singh.)