

Satyapal Singh

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CAREER OBJECTIVE

I am avid and competent **HR professional**, seeking for better prospective where, I can utilize my professional skills & knowledge for achieving organizational objective.

PROFESSIONAL SYNOPSIS

I have done **P.G in Human Resource Management** with rich experience of 08 years with various industries in Human Resource department and proficient in **HR Generalist** affairs. My areas of expertise are **Recruitment & Selection, Induction & Orientation, Training & Development, Performance Management System, Employee Relations, Employee Engagement, Employee Welfare, HR Compliances, Policy Formulation & Implementation, Change Management, Succession Planning, OD interventions and HR operations.**

EMPLOYMENT SUMMARY

→ I am Currently associated with **JRG Group as HR Manager from 11Dec19 to till date.**

JRG is engaged in manufacturing of plastic automotive components comprising of molded and painted interior and exterior four-wheeler and safety parts, body parts for two wheelers and white good parts for Daikin and Panasonic.

KEY RESPONSIBILITIES AREAS & EXPERTISE

❖ → **Renewal of Factory & Fire Licence, Consent of Air & Water, Liason with Govt. Authorities, Legal cases/notice, Training & Development, Plant Administration, Employee Relations, Appraisal, Resolving Conflicts, Develop team spirit among employees, Conducting timely survey regarding employees satisfaction, Health & Safety, Reduce employee attrition rate, Best HR policy and timely review as per employees motivation and welfare, Grievance handling and provide solution, Organize employees get together and other recreational activities., Conduct safety audit regularly, Organize fire and mock drill, Develop Different source of recruitment.**

PREVIOUS EMPLOYMENT SUMMARY

→ **Company Name- Bharti Foundation [www.bhartifoundation.org] as "Asstt.Manager-HR (Haryana)" from May2017 to Dec19 at Gurgaon.**

Bharti Enterprises is one of India's leading business groups with interests in telecom, agri business, financial services, retail and manufacturing. Bharti has been a pioneering force in the telecom sector with many firsts and innovations to its credit. Bharti Airtel, a group company, is a leading global telecommunications company with operations in 20 countries across Asia and Africa. **Bharti Foundation** was set up in 2000 as the philanthropic arm of the Bharti Enterprises to help bridge the education divide between urban and rural India. The program delivers quality education, free of cost, to underprivileged children in the villages of India, focusing primarily on the girl child, and is helping transform students into well educated, confident, employable and socially responsible citizens through 254 Satya Bharti Schools in eight Indian states.

KEY RESPONSIBILITIES AREAS & EXPERTISE

- ❖ **Manpower planning and Recruitments & Selection. Employee's onboarding** including Pre/ Post joining formalities and documentations.
- ❖ **Induction & Orientation** of joined employees to make them familiar with organizational **Mission, Vision, Goals, Structure, Development, Work profile, Products & services, COC, HR policy, Ethics & values**, etc.
- ❖ **Training & Development, Capability building**, Organize need based internal/ external training at band level.
- ❖ Coordinate in **Performance Management Process and MID Year Review** for career succession and fair treatment in organization. Also coordinate for **KRA setting** with Function Head for next year.
- ❖ **Motivate & encourage employees** for healthy & fair working environment. Organize **Employee Relations** activities like ECF. Take care of **employee grievances** and **PIP**. Conduct **Domestic enquiries** as per organizational **Discipline/ Grievance Management System**. Take care of cases received from **The Ombudsperson (Bharti Enterprises Ltd.)**. **Culture Building** and organize **Skip Level Meeting** for better team work.

- ❖ Conduct **Reward & recognition** activity and organize **Employee Engagement** activity as per calendar & budget. **Top Talent Felicitation** and coordination in yearly **Employee Engagement survey** "People Pulse (Kenexa)".
- ❖ **Employee's Welfare** like **Medical check-ups** of employees, **Counselling Programs, Harassment free culture, Maternity & Adoption Leave, Medi-claim/ Accidental Insurance claim settlements , Employee Referral Scheme, Employees working stations, office decorum** etc. and monitoring on **Statutory Welfare** provisions.
- ❖ Supervising **Employee's confirmation and Contract renewals**. Executing **organizational announcements** regarding any initiatives or changes.
- ❖ Supervising **Payroll Input, Attendance, Leaves record, Increments, Transfer, Promotions, Exit interview, Full & final settlements, PF settlements, Experience letters, monthly MIS** and data validation of **HRIS**. Leading **Head-HR/ CEO review**. Monitor and control **AOP**.
- ❖ Ensure **HR compliances, Labour Law, PF, ESI, Gratuity, IR, etc.** Coordination with Internal/ external Advocates / Counsels and **Attending court hearings** related to organizational **litigations/ disputes**.

→ Company Name: **DMPL Pvt. Ltd.** [www.mindagroup.in] **June since 2015 to Apr 2017** as "**Senior Executive-HR**".

→ **Location: IMT Manesar (Gurgaon)**

Major Responsibilities: Manpower Forecasting at Unit level, Recruitment and on -boarding of employees as per deadline fixed,Exit Interview and implementation on relevant feedback,Prepartion of JDs in consultation with HODs, Preparation of KRAs

→ Company Name: **Sunmax Auto Engineering Pvt. Ltd.** [www.herocomp.co.in] since **Apr2013 to May2015** as "**Executive-HR**".

→ **Location: IMT Manesar (Gurgaon)**

❖ **Major Responsibilities: Manpower planning, Recruitment,Maintain Discipline at Shop Floor,Reduce absenteeism through counseling,Conducting surprise night check and security audit.,statutory compliances.**

PROFESSIONAL ACHIEVEMENTS

I am always known for my behavior, commitment level, honesty, and dedication and learning attitude. I have been recognized by **STAR of the month, SPOT The HERO, WOW, best supporting staff of the year award** for my contribution in different activities in current & previous organization. My strength is to follow process with people.

PROFESSIONAL QUALIFICATION

❖ I have done **MBA in Human Resource Management (Symobsis) & IRPM-P.G** from **A.U.**

IT CERTIFICATION & SKILL SET

❖ **Post Graduate Diploma in Computer Application (PGDCA)** .

INDUSTRIAL TRAINING EXPOSURE

- ❖ "**Child Safety Training**" from **Bharti Foundation** .
- ❖ "**Developing Leadership in You**" and "**Powering Leadership**" from **Dale Carnegie Training** .
- ❖ "**Prevention of Sexual Harassment at Workplace**" from **Work Safe Consulting Group** .
- ❖ "**Managerial effectiveness Training**" From **HR Power House** .
- ❖ "**Creating a Conducive Work Environment for Women**" from **National HRD Network** .

GENERIC SKILL SET

Ability to work in team as well as lead a team, Listening and learning skill, Managerial skill, Analytical skill, Good decision making skill, Positive attitude, computer savvy and comfortable with updated software & hardware, etc.

PERSONAL DETAILS

- ❖ **Father's Name** : **Late C.Ram**
- ❖ **Marital Status** : **Married**
- ❖ **Sex** : **Male**
- ❖ **Nationality** : **Indian**
- ❖ **Hobbies** : **Listening music, Travelling, learning new things.**

DECLARATION AND AFFIRMATION

I hereby declare and have vouch that all above-mentioned information is true to the best of my knowledge.

Thanking You

Date :

(Satyapal Singh)