

Dear Recruiter,

I am writing today to apply for the Human Resource. I am confident that my results-oriented penalty, attention to detail, as well as my experience in human resources make me an excellent fit for this position.

As my attached resume outlines, I have 3+ years of experience working in the human resources field. I have achieved 20-25+ new hires monthly at my previous company, Engaged with employees, Policy making, Time Office, Induction, Onboarding, Off boarding, Analysis(SWOT), Create Roles and responsibilities, Job Posting, Create Jds, Documentation & Verification, Maintain Employees Personal Files, Labor Compliance, Organize Events & I am confident I can achieve similar results for your company. I am responsible and a great listener, attributes I know are important to your organization. I am looking for an opportunity to expand my experiences in this field and continue to develop my learning, Personality, and explore more in Human Resource.

I greatly appreciate you taking the time to consider my application. I look forward to the opportunity to speak with you further regarding how I can contribute to the continued success of your organization.

Best Regards,
Khushi Singh



Khushi Singh

Confident and Enthusiastic HR Executive

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Dedicated and result-driven Human Resources professional with 3+ years of experience in talent acquisition, employee relations & HR administration. Proven track record of successfully implementing strategic HR initiatives to drive organizational growth. Adept at recruitment, onboarding and developing HR policies to ensure compliances and enhance employee engagement.

Experience

Sunlac Paints Limited

Dec 2023 to till date

Senior Executive HR

- Ensure job postings are clear and targeted (consider using niche job boards or social media for better reach).
- Consider implementing an Applicant Tracking System (ATS) for streamlining the hiring process.
- Set clear payroll calendars and automate calculations where possible using payroll software.
- Regular audits of payroll for compliance and accuracy are essential.
- Maintain up-to-date records of all employees eligible for ESIC and track any changes.
- Ensure timely submission of returns and regular checks to avoid penalties.
- Make sure employees complete their KYC forms early on, as this can streamline future PF contributions and claims.
- Try to automate routine administrative tasks (like document submissions and approvals).
- Establish a well-planned calendar for employee events (team-building, training sessions, etc.).
- Delegate tasks when possible for larger events to make the process more manageable.
- Regular feedback surveys and open communication channels with employees can help maintain engagement.
- Focus on creating both fun and developmental opportunities to keep employees motivated.
- Develop a comprehensive on boarding checklist (both for HR and department-specific needs).
- For off boarding, ensure smooth transitions for both the employee and their team, handling exit interviews, return of company property, and final settlements.
- Keep detailed records of each employee's documents (proof of identity, address, educational certificates) and set reminders for document renewals.
- Ensure that all new hires complete paperwork, submit required documents, and understand company policies.
- Conduct induction and orientation program for new joiners provides essential information, company culture insights, and helps them integrate smoothly into their roles.
- Ensure that all the Policies are up to date as per the Amendments.
- Craft clear, concise Job Descriptions (JDs) with expectations and growth opportunities to attract the right candidates.
- Keep roles and responsibilities updated and ensure clarity in expectations for both current employees and new hires.

- Assisted in building candidate pipelines by sourcing potential candidates through various online platforms and professional networks.
- Manage & updated HR databases, ensuring accurate and up-to-date employee information
- Engaged in resume screenings & shortlisting & participated in HR projects
- Manage employee grievances and oversee daily operations of the HR department
- Assess training needs and coordinate learning & development initiatives for all employees
- Complete all the joining formalities, induction, verifications of new employee
- Complete various task such as – Making R&R and other documents
- Lead and coordinate onboarding for new hires, process probationary feedback, and manage employee evaluations and terminations.

Additional Responsibilites –

5S Committee Member

(July 2024)

- Actively contributed to maintaining organizational cleanliness and order, adhering to the 5S methodology to improve workplace efficiency.

Auditor

(Sep, 2024)

- Participated in audits to ensure compliance with internal and external quality standards, assisting in the continuous improvement process.

Internal Committee Member - POSH

(July, 2024)

- Played an active role in ensuring workplace safety and compliance with the Prevention of Sexual Harassment (POSH) Act, handling concerns, and promoting awareness.

EDUCATION		2023 till date
Dr. A.P.J. Abdul Kalam Technical University		
MBA		
Chaudhary Charan Singh University		2019-2022
BBA		
UP Board		2019
Intermediate Education		
CBSE Board		2015
All India Secondary School Examination		

Software -

HRMS (Pagarbook), Excellent Pay, Starlink

Skills -

- Talent Acquisition
- Strong Communication
Skills Problem Solving
Team collaboration/leadership
- Onboarding & Induction
Background checks,
Interviewing

Declaration –

I hereby declare that the information provided in this resume is true and accurate to the best of my knowledge and belief. I understand that any false or misleading information may disqualify me from consideration.

(Khushi Singh)