**CURRICULUM VITAE**

**Shallu Singh**

**#2210/A, Sector-24C,**

**Chandigarh, 160023**

**Contact No:-+91-9888933629**

**+91-9888354590**

**Email Address: - Shallu.Singh0003@gmail.com**

**:: Objective**:**:**

To work for a challenging and competitive technological corporation, where I can further expand my personal knowledge and provide efficient use of my educational skills. Ability to work with self confident, honest, sincere and hard working, willingness to take responsibilities.

**:: Education::**

 Masters in Human Resources from Sikkim Manipal University, Manipal.

 Graduation in Arts & Humanities from Panjab University, Chandigarh.

 Have knowledge of Basic Computer Fundamental’s & Internet.

**:: Professional Certification::**

 Certification in HR Management & Analytics from Amity Future Academy.

 Certification in Concepts of HR Management from Cursa( Gregg Learning)

 Certified in First Aid Training by St John Ambulance from Cursa( Gregg Learning)

 Rewarded by Vidya Jyoti Collage for Corporate Training Workshop Conducted by Mr. John Savage( Regional Director) International Hospitality and Educational Programme, Philippines.

**:: Work Experience::**

**September 2019 till January 2020:-**

**ITC Hotel- Welcomhotel Amritsar ( Pre- Opening)**

**Raja Sansi, next to Airport**

**Amritsar**

**Role- Executive- Human Resources**

**Reporting to HR Manager**

**Responsibilities:-**

 Were Handling Solus (Attendance Software) online and Salary Processing through Ramco( payroll Software)

 Keeping track employee database.( Manual or Online)

 Preparation & upkeep of Leave records, taking & follow up of abscond cases & Attendance.

 Employee Engagement activities.( Festival Celebration and Staff Party, Birthday Celebration)

 HR Monthly reports as per corporate standards.

 Monthly Headcount report for On roll and FTC employees and update Contractual Headcount report as well.

 Payroll Reports, Attrition Report, Gender Diversity and ISDMS Data on SAP.

 Handling Basic Statutory Compliance (Insert New Employees in ESIC as well as PF) and also assist my team to submit challan and also make Monthly challan for PF and ESIC.

 Maintain and update Lease Agreement of Managers and Hotel Accommodation.

 Process Bills for Contractual staff every month.

 Enter and Maintain Sampling Bills, Medical Bills, Telephone Bills, Disturbance (Relocation) bills in SAP.

 Quarterly meeting with all departmental HOD’s on Budgeted Manpower of their respective department.

 Assist HR Manager to plan and organize PPT for Town Hall Meet.

 Maintain and upkeep Proper Documents of Logic Notes.

 Taken Training of hotel staff on POSH (Prevention of Sexual Harassment) as Internal Member to aware them a about POSH act and regulations.

 Trained staff about ESIC , PF, and gratuity rules.

**November 2015 to July 2019:-**

**Taj Hotels ,Resorts and Palaces**

**Sector-17A**

**Chandigarh**

**Role- Executive- Human Resources (Second In Command)**

**Reporting to HR Manager**

**Responsibilities:-**

 Were Upholding Employees Attendance( Payroll)

 Handled WYSE (Attendance Software) online and Salary Processing through HGS( Third Party)

 Handled HRMS online. (HRIS System) also liable for Termination of Ex- employees through HMRS on time.

 Were Handling FADV (First Advantage) process for the verification of new employees.

 Pre-post joining formalities

 Keeping track employee database.( Manual or Online)

 Preparation & upkeep of Leave records, taking & follow up of abscond cases & Attendance .

 Employee Engagement activities

 Make Temporary ID cards and process the same through Vendor.

 Prepare the Anniversary and Birthday calendar also Arrange Monthly Birthday Celebration.

 Weekly Fun Activities and arrange function on Festivals.

 Organize Health Checkup Camps.( once in three months)

 Monitoring S.T.A.R.S (Special thanks and recognition system) at the unit.

 Supervision and doing daily procurement for Staff Dining Area.

 HR Monthly reports as per corporate standards.

 Monthly Headcount report and update Contractual Headcount report in HRMS.

 Payroll Reports, Safety Report, Attrition Report, Gender Diversity and other reports which comes directly from Co-operate.

 Legatrix. ( Statutory Compliance)

 Talent Pool- Post Vacant positions on this portal (Internal and External job vacancies)

 Recruitment and Selection.

 Taken care of Induction for new associates/ Trainees in the absence of Training Manager.

 Had good Experience to work in PRISM ( Payroll ) and STAR( Attendance)

 Handling Basic Statutory Compliance (Insert New Employees in ESIC as well as PF) and also assist my team to submit challan and also make Monthly challans for PF and ESIC.

 Process Bills for Contractual staff every month.

**Achievements:-**

 Twicly Awarded as Best Performer of Quarter in year of 2017-2018 by HR Manager & General Manager.

 TPAM Audit cleared by 95% in year 2018-2019.

 JD Audit cleared by 92% in year 2018-19.

 TPAM Audit cleared by 90% in year 2017-2018.

 JD Audit cleared by 89% in year 2017-18.

 Classification Audit passed with 100% Score and got the rating as Five Star

 Hotel.

 TPAM Audit cleared by 89% in year 2016-2017.

 JD Audit cleared by 85% in year 2016-17.

**May 2015 to Sep 2015:-**

**Awareness Forum on Management Skills,**

**Vasant Vihar, New Delhi,**

**Role- HR Executive.**

**Responsibilities:-**

 Handle all recruitment functions.

 Screening and short listing the Candidate profile to fulfill client requirement.

 Direct coordination with HR department to grow business.

 Team Handling and all admin activities (Documentation, fileing and maintain existing employees data).

 Job posting in Naukri.com and Shine.com**.**

**April 2014 to April 2015 :-**

**Wonderland Play School,**

**Next to Leela Palace,**

**Chankyapuri.**

**Role: - Front Office Executive/Admin**

**Responsibilities:-**

 Handled front office duties- incoming and outgoing calls whenever needed, greet appointment persons those came to meet with director for their child admission.

 Asst admin officer to maintain data for existing students, update data for new students and keep maintain employee data base.

 Check cleaning of school premises (swimming pool, tree house director’s cabin, parents lounge etc.)

 Send important mails to internal staff.

 Present at the gate in the morning, when students comes and also at the gate at dispersal time.

**January 2012 to Nov 2012:-**

**General Electric (G.E.)**

**Centra Mall, Industrial Area.**

**Phase –I, Chandigarh.**

**Role- Showroom In-charge**

**Responsibilities:-**

 Maintain Showroom Appearance and Upkeep.

 Prepare Showroom Materials and Merchandise.

 Supervise Sales Staff and Provide updates of Materials.

 Prepare Sales Reports and Co-ordinate meeting every month.

**August 2010 to July 2011:-**

**RMR Realtech**

**Centra Mall, Industrial Area.**

**Phase –I, Chandigarh.**

**Role- Office Coordinator.**

**Responsibilities:-**

 Attend clients and answer their queries regarding the Lease property in Centra mall.

 Maintain day to day cash.

 Was Responsible to handle admin work like update Ledger, Expenses files.

**August 2009 to March 2010:-**

**IBM Daksh Buisness Process Services Pvt. Ltd**

**IT Park**

**Chandigarh.**

**Role- Customer Care Executive**

 Resolve connection and network related queries.

 Handle Customer Calls.

 Maintain & Update data of clients

 Help new associates in the team related to work as their buddy.

**January 2006 to February 2008:-**

**NOKIA CARE**

**Sector- 7, Panchkula.**

**Role-Office Coordinator.**

**Responsibilities:-**

Attend the Walk-in Customer and solve their queries and also handle the office work like cash handling, file work, admin work, attend the calls from customer.

**:: TRAINING COMPLETED::**

 45 days course in call centre at NAVIGATOR **INSTITUTE**, sec-35c Chandigarh.

**:: Professional Strengths::**

 Good communication and interpersonal Skills.

 Confident, Coordinative and can motivate others and having attended professionalism towards work.

**:: Interests and Hobbies::**

 Travelling

 Listening music.

 Reading Books.

 Dancing.

**:: Language Known::**

English, Hindi & Punjabi.

**:: Personal Details::**

Spouse Name : Upinder Singh

Sex : Female

Marital Status : Married

Nationality : Indian

Date or Birth : 6th march, 1988

**Declaration::**

I do hereby declare that above mentioned details are true and correct to the best of my knowledge.

**Professional References:-**

Ms. Jeetika Nanra

Manager- Human Resources

Taj Hotels, Resorts and Palaces

Chandigarh

Contact No- 9216401982

Mr. Anmol Singh Grewal

Pre-opening Manager- HR

WelcomHotel, Amritsar

Contact No- 9873361188

Place: - Chandigarh

Date:- (Shallu Singh)