

## CONTACT



## Keerti Singh

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## SUMMARY

Seeking employment within a socially conscious organization. Creative thinker with strong people skills and four years of experience in the HR industry. Looking to transition to a new role with a large, influential company. Good Interpersonal skills and ability to learn and adopt new Technology Concepts. Highly skilled professional with 1+ years of experience as a Human Resource Executive.

## EXPERIENCE

January, 2023 - Till  
Date.

- **Sr. HR Executive**

Meritas Hotels & Resorts - Lonavala, Pune, Maharashtra

**Job Duties & Responsibilities -**

- Payroll management by attendance and salaries.
- Routine food check of cafeteria with Executive chef.
- Recruitment & staff management (Onboarding Process) .
- Making offer letter, appointment letter, experience letter & relieving letter.
- Coordinate with al HODS & GM about staffing Recruitment.
- Maintaining Leave & attendance records of the employees etc.
- Arrange induction program, Training & development Programmes as per compoany norms.
- Arrangements of Town Hall Meeting, Game Activities, employee engagement & welfare.
- Explaining the polices, procedures, benefits. and what will be expected from them as new employees.
- Making sure that every employee is aware of safety procedures before they start work at the facility.

August, 2022 -  
January, 2023

- **HR Executive ( Unit HR )**

Guruprerna Beacon Resort- Dwarka, Gujrat

**Job Duties & Responsibilities -**

- Grievance Handling.
- HR policies and procedure.
- Compliances and statutory.
- Staff Accomadation management.
- Liaising Work related to HR Profile.
- Handling joining & exiting formalities of candidates.
- Handling & maintaining all registers of PF, & Payroll.
- Payroll management by attendance and salaries.
- Routine food check of cafeteria with Executive chef.
- Recruitment & staff management (Onboarding Process).
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October, 2021 - July,  
2022

- **HR Executive**

MVR Grand Hotel LLP - Kanpur Nagar

**Job Duties -**

- Assist with day to day operations of the HR functions and duties.
- Provide clerical and administrative support to organization.
- Compile and update employee records (hard and soft copies)
- Deal with employee requests regarding human resources issues, rules, and regulations.
- Assist in payroll preparation by providing relevant data (absences, leaves, etc).

September, 2020 -  
October, 2021

- **HR Associate**

AV Gangadharan Hospitality & HR Services LLP - Gail Indian Company Dibiyaipur

**Job Duties -**

- Process payroll and resolve any payroll errors.
- Complete termination paperwork and exit interviews.
- Support all internal and external HR related inquiries or request.
- Serve as point of contact with benefit vendors and administrators.

April, 2019 - August,  
2019

- **HR Assistant**

24\*7 Bhatia Hospitality Pvt Ltd - Kanpur

**Job Duties -**

- Maintained employee data and kept updated accounts of all employment records.
- Administered payroll information, compensation materials, and benefits programs.
- Supported daily operations of busy human resources department.
- Mentored employees through personal and professional issues.
- Ensured confidentiality of all personnel, office, and employment records.

May, 2018 - March,  
2019

- **HR Trainee**

24\*7 Bhatia Hospitality Pvt Ltd - Kanpur

**Job Duties -**

- Update internal databases with new employee information, including contact details and employment forms.
- Gather payroll data like leaves, working hours.
- Address employee queries about benefits (like number of remaining vacation days)
- Review and distribute company policies in hard copies.

## EDUCATION

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2014

- **J. D. V. M. Inter College, Anand Bagh Kanpur**  
High School

2016

- **J. D. V. M. Inter College, Anand Bagh Kanpur**  
Intermediate

2019

- **J. D. V. M. P. G. College, Anand Bagh Kanpur**  
Bachelor in Commerce

## SKILLS

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- Quality Management
- Leadership skills
- Employee Relations
- Communication Skills
- Organizational Development
- Ability to multitasking

## INTERESTS

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- Photography
- Cooking

## PERSONAL DETAILS

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- Date of Birth : 13 May, 2000
- Marital Status : Single
- Nationality : Indian