



Harshit Singh

A dedicated professional looking out for a role in the field of Human Resource Management.

Cover Letter

Dear Hiring Team,

Please accept this letter as an expression of my interest in the HR position. I am a highly motivated and progress-focused Human Resources professional with a total of two years of experience. Since the last one year I have been working as a Management Trainee - HR in Tata Realty and Infrastructure Ltd. Prior to this I have a work experience as an Engineer in Virtusa Software Solution Pvt. Ltd.

Regarding my educational background, I have my Bachelor Of Technology degree from Visvesvaraya National Institute of Technology Nagpur. I have my Masters in Business Administration in General Management from Indian Institute of Management Kashipur. During my Management tenure I have interned with various firms in domains like Sales and Marketing, Business Development and Pre Sales also.

Prior to the beginning of my MBA and after my experience as an Engineer, I prepared for civil services which gave me a holistic experience of economic, political and social view points.

While my previous experience as an Engineer has been in the domain of Business Intelligence, my current experience in the field of Human Resource Management encompasses various sub domains like Talent Acquisition, On boarding, HR Business Partner, HR IT Systems, Policy making, Headcount Budgeting and HR Data Management.

Adding to my experience as a Management Trainee - HR, I have perfected my abilities in the field of Human Resource Management. I am a capable and consistent problem-solver skilled at prioritising and managing projects with proficiency. HR Integrations, Policy formulation, On boarding enhancement and Talent Analytics are the projects which I have worked upon.

Please take a moment to review my attached resume and credentials. I would greatly appreciate the opportunity to speak with you regarding my candidacy. Thank you for your consideration.

Sincerely,
Harshit Singh



Harshit Singh

Resume

About Me

- A person with a good theoretical and implementation knowledge of Human Resource Management starting from Recruitment, Policy making, Headcount Budgeting, HR Budgeting, Performance, Calibration and Compensation.

Professional Experience as an HR

Tata Realty and Infrastructure Ltd. | Management Trainee - HR

Oct 2021 – Present

On boarding:

- On boarded more than 50 employees with the aim of providing an enriching first hand joining experience.
- Tracked the on boarding survey scores which indicated the employees had a good experience thus increasing the retention rate in the organisation.

Sourcing and recruitment:

- Independently handled the sourcing and recruitment for mid and senior level profiles ranging from Project Management, Sales and Marketing, Finance, Business Development and Information Technology.
- Handled the entire recruitment cycle for more than 20 employees while indirectly contributing for other positions.
- Independently handled the campus hiring process, screening 500 candidates across various Tier 1 colleges that culminated to hiring the best 3 Post Graduate Trainees.

HR Business Partner:

- Partnered with employees to understand their day to day challenges and worked with the managers to overcome the same.
- Understood the business requirements in terms of headcount and independently supported as a full stack HR for recruitment.

HR IT Systems:

- Administered and coordinated with the HRBPs and the support team for seamless running of HR process in Oracle HCM.
- Learned about the various HR tools used for On boarding, Leaves, Learning & Development and Rewards and Recognition.

HR Policy making:

- Documentation of Process maps and formulation of Background Verification, Recruitment Consultants and Referral policy.

Data management:

- Supported the Subject matter experts in Shared Services, Headcount Budgeting and Performance Management.

Education Background

- Indian Institute Of Management , Kashipur (IIM) - 2019-21
MBA, General Management
CGPA - 7.5/10
- Visvesvaraya National Institute of Technology, Nagpur (NIT) - 2010-14
B-Tech, Electronics and Communication
CGPA - 7.2/10

Professional Experience

- **Tata Realty and Infrastructure Ltd.**
Management Trainee - HR (Oct '21 - Present)
- **Virtusa Software Solutions Pvt. Ltd** |
Engineer (June 2014 - June 2015)

Expertise

- Talent Acquisition
- HR Business Partner
- Onboarding
- HR IT Systems

Achievements

- Steadily learned and handled the entire recruitment cycle independently closing positions in the Marketing and Engineering department.
- Efficiently managed the on boarding during the growing phase of the firm increasing the employee engagement and retention.
- Was well organised in handling the issues in the HR IT system Oracle and improved the Turn Around Time in coordination with the support team.

Current Projects

- Enhancement of On boarding process.
- Creation of Campus hiring process.
- Talent Analytics and understanding the business requirements.

Hobbies

- Formula 1
- Yoga and Meditation
- Video Editing and Content creation