

Akanksha Singh

aakansha.singh.sin@gmail.com / 8707311015 / Lucknow, Uttar Pradesh

Summary

Experienced HR with 3.6 years of experience in talent management, recruitment, and employee engagement. Proven track record of successfully managing large teams and implementing strategic HR initiatives

Experience

HR Executive

Indo German Pharmacia • Lucknow, Uttar Pradesh
11/2022 -11/2023

- * Facilitated employee on-boarding process
- * Maintained human resources records and databases
- * Assisted with recruitment efforts, including job postings and interviews
- * Prepare Employee (Attendance, Leave & OT records) in excel sheet.
- * Monitoring & recording Staff's database and payroll process and Appointment Letters, employment specifications processing employee PF & ESIC, other Employment Registration forms, Relieving forms.
- * Handled end-to-end recruitment for all strategic requirements
- * Regular following up till the joining.

HR Admin Executive

PhamEasy • Lucknow, Uttar Pradesh
02/2021 - 10/2022

- * Directed recruitment ,selection and hiring processes.
- * Facilitated employee on-boarding process
- * Maintained human resources records and databases
- * Prepare Employee (Attendance, Leave & OT records) in excel sheet.

Skills

Data Management, Recruiting, Staff Management, Employee Relations, Payroll Management, Human Resources Sourcing, Reporting, Training & Development, Leadership Experience, Microsoft word, Microsoft excel, Documentation review, Operations, Events Management, Hr Policies & Procedures, Organizational Management, Employee Discipline , Onboarding, Empathic

Education

Computer and Information Sciences

IISE Group of Institutions • Lucknow, Uttar Pradesh
08/2018 Bachelor of Computer Application

Certification Course

- Online Recruiter Training Course

Languages

Hindi, English

Date-
Place- Lucknow