DHARMENDRA SINGH
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Career Objective:

As a dedicated HR professional and impact-making position in operations management and human resource management with an organization of repute in education or universities with a practical understanding of business needs and the ability to work with the team to integrate the human resource functions within the overall business operating strategy.

Profile Summary

- Over 17 years of rich and diversified experience in multiple areas, Strategic Planning, Operations Management, Administration, and Human resource management in the Educational sector
- Strong communicator with the ability to ensure execution of the time-bound deliverables
- Excellent team Builder and talent Strategist
- In conceptualizing measures to optimize resource and capacity utilization
- Adept in handling day-to-day administrative and recruiting activities in coordination with internal and external departments
- Actively involved in developing marketing campaigns and handling cost saving initiatives in the processes
- A strong contributor to Organizational Development (OD) and transformations playing a key role in helping organizations improve their overall effectiveness and achieve strategic goals.

Functional Competencies:

HR Strategies & Operations | Manpower Planning | HR Budgeting | Talent Management & Retention | Talent Acquisition | Process Improvements Initiatives | Employee Engagement & Relations | Statutory & Legal Compliance| Industrial Relations | Contract Labour Management | Performance Management System | Compensation & Benefits | Payroll Management | HR Process and Policies | ISO Audit and Internal Audit | HR Analytics & HRIS.

Job Roles & Responsivities

1. **Strategic HR Leadership:** Led the development and implementation of HR strategies aligned with the institution's mission, vision, and educational objectives, driving organizational growth and talent management.
2. **Talent Acquisition & Retention:** Oversaw recruitment, on boarding, and retention initiatives to attract and retain top talent, including faculty, administrative staff, and support personnel, ensuring a high-performing workforce.
3. **Employee Development & Training:** Designed and managed professional development programs, fostering continuous learning and career progression for faculty and staff, enhancing skills and performance across all departments.

4. **Performance Management:** Implemented a comprehensive performance management system, including regular evaluations, feedback mechanisms, and recognition programs, to promote excellence in teaching and administrative functions.
5. **HR Policy & Compliance:** Developed and enforced HR policies and procedures in line with regulatory requirements, ensuring legal compliance and fostering a positive, inclusive, and supportive work culture for all employees.
6. **Talent Forecasting**: Understanding future talent needs based on business goals and industry trends.
7. **Employer Branding** Crafting and promoting the organization's image to attract top talent. Coordinating with process owners and overseeing the entire recruitment lifecycle end to end

Professional Experience:

Worked as **Sr. Manager - HR & Administration MNR University**, **Telangana**
15th October 2024 – 19th February 2025.

MNR University (MNRU) is a State Private University established under the Telangana State Private Universities (Establishment and Regulation) Amendment Act 11 of 2024.

MNR Medical College and its allied institutions have been progressing steadily since its formation in the year 2001. It has started with an initial intake of 100 students. However, MNR is very proud to enroll around 5000 students till date. It gives an immense satisfaction that we have produced so many competent professionals who are serving the nation in better ways.MNR Medical College provides the best of facilities to its students, giving them a lasting memorable impression which they can cherish all through their lives. It offers undergraduate, postgraduate, and diploma programs in Medicine & Health Sciences. It is affiliated with the KNR University of Health Sciences and is recognized by the National Medical Commission (NMC), Govt. of India. It is one among the few Medical Colleges in India to be accredited by NAAC with an "A" grade.

The MNRU is the result of the dedicated efforts by the MNRET with commitment and values in quality higher education all these years. MNR Educational Trust has a track record of 50 years in the field of education. The Trust governs 42 Institutions offering courses from primary education to postgraduate education and research with more than 42000 students and 2300 Faculty. The Trust also governs premier higher education institutions offering UG, PG and Research courses.

Reporting to: Pro Chancellor / Vice Chancellor of the University

Job Responsibilities:

- Talent Acquisition based on the University recruitment to identify and recruit the most talented human resource- teaching, non-teaching & administrative officers.
- Handling complete HR activities, Manpower Planning, recruitment of teaching and Nonteaching staff.
- Employee appraisals and payroll management partially **Talent Forecasting**: Understanding future talent needs based on business goals and industry trends. **Employer Branding** Crafting and promoting the organization's image to attract top talent.
- Coordinating with process owners and overseeing the entire recruitment lifecycle end to end
- Preparing KRAS & KPIs.

- Preparing Various HR Policies like Recruitment, induction, appraisals, leave Promotion, increment, termination etc.
- Compliance with statutory rules and regulations.
- Half-yearly appraisal of the employees and recognition the best employee and rewarding them.

EMPI Business School, New Delhi **12th June 2012 – 14th October 2024**

Designation: Manager–HR& Administration, Academics

Job Responsibilities: (HR & ADMIN)

- Managing HR Activities such as service books & personal files of faculty & staff, joining & relieving of faculty and staff, notifying official circulars, offer letters, official
- To maintain cordial public relations and to attend to the queries of the members of the public.
- Coordination for all students' activities and event management of various programs of the entire University.
- Taking note of overall student satisfaction with academic delivery and report quality issues
- Managing the support staff and their efficient utilization at Campus.
- Managing & maintaining various services like security, housekeeping, canteen, landscaping, electricity, water supply, etc. With specific emphasis on cleanliness.
- Ensuring student attendance and participation in various events like foreign faculty sessions, Guest sessions, Expos, exchange programs etc.
- Complying and submitting the compliance documents for UGC, AICTE and AISHE.
- Intimation/memo's, LTC, medical bills, leave encashment etc., & other assigned miscellaneous tasks and duties time to time.
- Managing complete recruitment process of full time faculty, staff, visiting faculty, Group 4 staff and outsourced employees.
- Executing faculty & staff Annual Appraisals.
- Taking care of all the Establishment & Regulatory activities of the Institute by issuing requisite circulars, implementing the existing and along HR policies as per the guidelines of the Institute.
- Core member of Accreditations committee for AICTE, AISHE, SWAYAM, NDLI, NAD matters.
- AICTE: Preparing the Institutional data as per the norm and guidelines of AICTE Approval Process Handbook (APH) in coordination with other departments of the Institute in respect of all the facilities & infrastructure available for the students.
- Arrangement of official visits of AICTE members in the campus and providing those required & relevant data both in qualitative and quantitative aspects.
- Administrating the Annual Academic Calendar
- Managing day to day administrative task of the department. ➢ Resolving quarries of the students and counselling them.

- Maintaining the enrolled student's master database which contains the requisite information (fees Status, personal & other details) mandate for the official records of the organization. Monitoring preparation of Students' Induction Manual.
- Carry out **Feedback Process** between student and faculty members
- Reviewing the development and implementation of programmes, ordinances, course curriculum and support materials to foster best practices and enhance the teaching and learning experience.
- Handling NAD (National Academic Depository) Work.
- Handling NDLI (The National Digital library of India) Work.
- Coordination with Central Program office for teaching feedback of faculties. ➢ Arranging Demo session for Visiting Faculty.

MBAGuru (Roots Education Pvt. Ltd.) **March 2010 - Jun 2012**
Designation: Assistant Manager- Sales and Operation

HDFC Bank Ltd. **April 2007 - March 2010**
Designation: Assistant Manager- Sales and Operation

Certifications:

Advanced Google Analytics DM Certified from Google

Google Ads Display Certification YouTube Asset Monetization Google Analytics for Beginners

Education:

MBA (HR & Marketing) from Shri Krishna University in 2020

B.Sc. (Micro Biology) from BBC College Jhansi (Bundelkhand University) in 2006

XIIth Passed from UP Board in 2003

Xth Passed from UP Board in 2001

Personal Detail:

Date of Birth	:	17/09/1987
Language	:	English, Hindi
Gender	:	Male
Father's Name	:	Mr. Rajendra Singh

Date:

Place: ***(Dharmendra Singh)***