MOHAN KUMAR SINGH

Address: Qtr No:- N-203, Janadhaar Mangala,
GIFT City, Gandhinagar, Gujarat- 382355
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About Me:

Energetic and experienced young HR professional who administers HR functions for a mid-sized University. Excellent at working with others in a team to achieve certain objectives on time and with excellence.

Educational Qualification:

Qualification	University / Board	Institute / College	Passing Year	CGPA / %
MBA (Marketing & HR)	NIT Jaipur (MNIT)	NIT Jaipur (MNIT)	2019	7.73/10
B.Com	Pune University	Arihant College, Pune	2017	65.5%
Intermediate/+2	CBSE	K. V. Tirumalagiri (Hyderabad)	2014	79%
Matriculation	CBSE	K. V. Tirumalagiri (Hyderabad)	2012	8.6/10

Internship:

Company	Duration	Profile/Project	Location
Big Bazaar	15-05-2018 to 29-06-2018	Warehouse & Sales	Lucknow, UP
Oyo Rooms	10-12-2018 to 10-01-2019	Customer Experience	Jaipur, RJ

Experience:

1. Name: **Ganpat University (Gujarat)**
   Duration: 25 September 2019 – 19 March 2024
   Designation: **HR Executive**
   Joined as Management Trainee – HR

Roles & Responsibilities

- Recruitment
  1. Fetching and organizing of data from the Google form, Job Portals (LinkedIn Recruiter lite, Naukri).
  2. Screening of application as per the Eligibility criteria.
  3. Sending Interview call letter to candidates.
  4. Coordinating with the candidates and Expert panel members.
  5. Assisting in conducting Interview
  6. Salary negotiation with the Candidates.
  7. Background reference check.
  8. Sending Offer Letter to Candidates.

- On boarding & Exit Formalities.
  1. Documents verification and University Joining forms.
  2. Creation of Employee ID through HRMS
  3. Issuing of Appointment Letter & ID Cards.
  4. Preparing & Maintaining Personal file of the employee.
  5. Conducting Exit Interview & Feedback.
  6. Issuing a relieving letter to the employees.
  7. Coordinating with the Accounts sections at period of Joining & exit

- Induction & Orientation
  1. Briefing employee about code of conduct, Leave rules.
  2. Introducing Employee to Key management person.
  3. Organizing campus visit & lunch.
  4. Helping new employee to settle in a new environment.

- Operations
  1. Preparing submission for approval from the management.
  2. Scheduling of Meetings through Google Calendar and preparing Minutes of Meetings.
  3. Resolution of employees queries through HRMS
  4. Coordinating with ERP developer to improve HRMS and develop new modules.
  5. Preparing SOP, policies and procedures related with the workplace and employees.
  6. Briefing and presentation to employees related to workplace safety/norms.

- Employee Engagement
  1. Organizing and coordinating birthday celebrations & tours
  2. Organizing and coordinating in employees' games and competitions

- Employee Insurance & Benefits
  1. Liaising with a third-party Administrator (TPA)
  2. Monthly report preparation of addition and deletion of employees
  3. Briefing, coordinating & resolving medical claims

- Training & Development
  1. Identifying the training needs
  2. Coordinating with Principal and HoD for the Faculty Development Programs
  3. Dealing with external Institutes & resource persons for Conducting Training & Development programs.
  4. Scheduling the training calendar
  5. Collection of Training Feedback
  6. Preparing the training reports

2. Name: **Institute of Advanced Research, Gandhinagar (Gujarat)**
   Duration: 15 April 2024 – Present
   Designation: **Sr. Executive (HR)**

Roles & Responsibilities:

- Recruitment & Selection
- Induction & Orientation
- Leave & Attendance Management
- HR Operations
- Employee Relations & Grievances redressal
- Performance Management
- Oversee and manage accreditation & ranking processes (NAAC, NIRF, CoE, AISHE) related to the HR department.
- Coordinating with ERP developer to improve HRMS and develop new modules (GNUMS).

Business Tools:
Microsoft Word, Excel and PowerPoint, Google drive, Google forms, Boolean Search.

Certifications:

- Crafting Realities: Work, Happiness and Meaning – IIM Bangalore
- People Management – IIM Bangalore

Strengths:
Leadership skills, Keen to learn, Good at delivering presentations, Patience, Formal

Hobbies
Playing soccer & cricket, visiting new places

Achievements

- Recipient of President award for the Special Recognition (Rs.1,50,000 awarded) – 2020 for supporting in Business Continuity Plan during Covid 19
- Received a grant of Rs.2,00,000 for the establishment of AIU – Academic & Administrative Development Centre at the Ganpat University - 2023

Personal Details
Marital Status: Single
Date of birth: 29th April 1996
Nationality: Indian
Permanent Address: Vill- Panduri, Post- Sohgi, Thana- Nasriganj Dist- Rohtas, State- Bihar Pin 821306

Declaration
I hereby declare that all the statements made in this CURRICULUM VITAE are true & to the best of my knowledge and belief.

Date: **Mohan Kumar Singh**