

CONTACT ME

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PROFILE SUMMARY

HR Professional with more than 2+ Years of working experience, I am responsible for Conducting Employee Engagement Activity.

Prepare Monthly Attendance For Payroll.

Handling workplace investigations, disciplinary and termination procedures.

Leading a team of junior human resource managers.

SKILLS

- Ability to build and maintain positive relationships with colleagues.
- Experience in following and maintaining workplace privacy.
- Competency in Microsoft applications including Word, Excel, and Outlook.
- Experience in conflict resolution, disciplinary processes and workplace investigations.
- Advanced MS Office

PRASHALI SINGH

Human Resource Manager

WORKSHOP & INTERNSHIPS

Bharat Samachar (Time today media network private ltd). 9 MONTHS

- Assist the Assignment Desk in researching story ideas and coordinating crews of reporters and photographers in their daily assignments. Tasks may include retrieving file materials, answering telephones, making beat checks, and assisting assignment editors and reporters in setting up coverage plans

WORK EXPERIENCE

HR Executive

December 2020- March 2022

Everycom Electronics | New Delhi

- **Preparation of offer letter**, appointment letter, internship letter, Salary slip, Payroll.
- Maintain employee files and records **in electronic and paper form**
- Managing **company's hiring/recruitment process** through consultants and directly. Take first round of interview.

Assistant HR Manager (Promoted From Everycom)

April 2022- August 2022

Rising Bharat Group Pvt Ltd (Acquired Everycom) | New Delhi

- **End to end HR Shared Services** transactional activities
- Follow **Standard Operating Procedures to ensure high quality** and consistent working environment
- Collect and cleanse data to **populate management reporting** systems
- Management of All People Management Related on **ERP Next**

EDUCATIONAL BACKGROUND

2013: Secondary School under U.P. Board.

2015: Higher Secondary under U.P. Board.

2018: B. Com from Faizabad University.

2020: Post Graduation in MAJMC from Lucknow University.

CERTIFICATIONS

- Course On Computer Concepts (CCC) from NIELIT - 2018
- SAP (FICO) from Info-seek Lucknow with A rating -2020