

# AMIT KUMAR SINGH

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A dedicated professional with success in mastering **General Administration & HR Operations**, knowledgeable in a wide variety of professional disciplines; targeting assignments in **Office/ General Administrative, HR, Facility Management**

## CORE COMPETENCIES

HR Management  
Administration  
Workforce Planning  
Training & Development  
Performance Appraisal  
Compensation Structure  
HR Operational Processes  
Facilities Management  
Regulatory Compliance  
Grievance Handling  
Reporting & Documentation

## PROFILE SUMMARY

- A strategic professional with over 18 years of experience in HR & Admin with functions encompassing like manpower planning, performance management, development programs & so on
- Expertise in developing, recommending & implementing human resources strategies with complete responsibility of Goal Setting, Leadership Development, Management Development, Career Management, Workplace Diversity and Continuous Learning
- Proven track record of working on HR functions involving recruitment, selections, trainings, documentation, record maintenance and so on; acknowledged for implementing Biometric Time and Leave Management System in the organization
- Excellence in designing innovative incentive schemes, employee grievance handling processes, code of conduct, progressive discipline, fair treatment and others
- Experienced in managing overall general administration with preparation of Standard Operating Procedures for business operations
- Fusing entrepreneurial drive while spearheading all the functions pertaining to P&L responsibility, cost control, vendor management, employee management, short term and long term business plan development and business valuations

## ENTREPRENEURIAL EXPERIENCE

Since Oct'19 as Amit Gas Agency, Ranchi

### Role:

- Coordinating with customers to book and deliver gas cylinders on call and walk-ins
- Ensuring the cylinders delivered to customers is leakage free
- Maintaining positive relationships with customers and fellow staff members resulting in repeat & referral business
- Administering the sales process and maintaining details for cylinders delivered

## PROFESSIONAL EXPERIENCE

Kejriwal Institute of Management and Development Studies, Ranchi, Jharkhand Assistant Professor (Finance)	August'21- Till date
Sri Aurobindo Society, Ghaziabad Recruiter/ Trainer	May'17 -Aug'18
PSIT KANPUR Assistant Professor (PD)	Aug'16 - Apr'17
Kejriwal Institute of Management and Development Studies, Ranchi, Jharkhand Assistant Professor (HRM)	Mar'14- Jul'16
Confident Group, Bangalore HR Manager	May'11-Jan'14
Dayananda Sagar Global Education, Bangalore Chief Academic Coordinator	Dec'06 - Apr'11
T John College, Bangalore Lecturer	Sep'02 - Nov'06

**Key Result Areas:***Human Resource Management:*

- Managed the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements
- Planned human resource requirements in consultation with heads of different functional & operational areas and conducting selection interviews
- Handled screening and short-listing of profiles as per requirement; negotiated on salaries and finalized as per the offer
- Conducted telephonic / personal interaction with potential recruits to ascertain their suitability and obtained preliminary information regarding salaries, their availability and so on
- Interacted with clients on a daily basis to share updates on the status of resources as well as on new requirements
- Forged quality relationship with the internal customers and external recruitment agencies with a resultant increase in quality of hire and a reduction in hiring time
- Optimized most cost effective throughput from the channel mix of resourcing; ensured a right mix of hires through all source with end-to-end design of on-campus / off-campus recruitment drives

*Training & Development:*

- Designed & implemented practices in education including interactive & innovative training as well as educational content for subjects
- Encouraged learning among students using interactive discussions, assessment tools, creative lesson planning, individualized education plans and 'hands-on' approaches to help students learn the subjects
- Tutored students as per academic curriculum; responded to all classroom queries in a spontaneous manner with a view to foster a healthy learning atmosphere
- Set & marked assignments/tests, assessed students' work for internally assessed components of qualifications, prepared/maintained records and wrote reports on students' activities

**Highlights:**

- Recruited over 350 employees for Sri Aurobindo Society at various positions
- Managed operations/administration of organization in 19 states
- Organized seminars, workshops and other functions
- Guided and helped students in conducting research and preparing final report
- As member of Discipline committee, helped in maintaining discipline in the Campus
- Conducted internal and external exams
- Assisted in curbing ragging in and out of campus
- Evaluated Performance Appraisal System in United India Insurance Corporation for Ranchi branch
- Undertook Performance Evaluation of The World of Titan showrooms in Hyderabad for Titan industries"
- Led the profiling customers visiting Lifestyle Store in Hyderabad for "Titan Industries"
- Completed Analysis of Financial performance of Bokaro Steel Plant

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**FREELANCE EXPERIENCE**

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Served as Visiting Faculty with Leading Institutions in Bangalore

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**ACADEMIC DETAILS**

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- Master of Business Administration - HRM & Finance 2002
- Bachelor of Business Management - International Business 2000

**IT Skills:**

- MS Office and Internet Applications

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**PERSONAL DETAILS**

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Date of Birth: 10<sup>th</sup> January 1978  
Languages Known: English and Hindi  
Address: Kali Mandir, Sadabhar Chowk, Tea-Garden, Namkum, Ranchi-10