

# SANJANA SINGH

Senior HR Executive

## SUMMARY

Highly accomplished and results-driven HR professional with over 3.8 years of experience in HRBP and shared service roles. Currently serving as Senior Executive and effectively managing HRBP responsibilities. Seeking to leverage my expertise in Strategic HR management, Stakeholder engagements, Attrition/ Retention Strategy, Succession planning, and Employee Engagement.

## SKILLS

- Advanced Excel (XLOOKUP, VLOOKUP, IMPORTRANGE, Pivot Table and other advanced functions)
- Strategic HR Management, Performance Management, HR Policies and Compliance, Retention & Attrition Strategy, Employee Engagement.
- ZingHR, SumHR, Fox Matrix, Ongrid, Keka, Figma, Canva, MS- OFFICE & Locker studio (HRIS Dashboard)
- Probation Confirmation, HRIS, HRMS, Reward & Recognitions, Career road map, F&F Settlement, Vendor Management, Events, 3- 4 Projects from scratch.

## EDUCATION

University of Engineering & Management, Jaipur

GRADUATED: MAY 2021 : 8.2 CGPA

## CONTACT

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Gurgaon Sector 39, Haryana, India

## WORK EXPERIENCE

### Senior HR Executive|| DotPe || 2023 - Present

- Serving as the HR Business Partner (HRBP) for the Sales and Operations Business Unit, managing end-to-end responsibilities, including R&R programs, KRA management, Onboarding processes, exit processes, retention planning, BGV and grievance handling.
- Responsible for entering and maintaining employee data within our HR system and End-to-end implementation of HRMS software (ZingHR) along with Planning and executing Rewards & Recognition (R&R) events.
- Managing payroll processing, full & final settlements (F&F), compliance, Leave & Attendance and other operation work to ensure accuracy, timeliness, and adherence to company policies.
- Designing Matrix and Goal sheets/KRA for Monthly/yearly performance and leading the performance management module for 200+ employees.
- Spearheaded the restructuring of the performance management system, enhancing transparency and aligning individual objectives with corporate goals, yielding a 15% improvement in employee productivity for a workforce of over 500 personnel.

### HR Executive|| InnovationM || 2022- 2023

- Managed the end-to-end employee lifecycle, from onboarding to exit processes, ensuring a smooth and compliant HR experience.
- Created and shared various employee letters like offer, probation confirmation, and experience letters, transfer letters.
- Compiled HR data, revamp & implement the Rewards & Recognition (R&R) programs, Probation confirmations.
- Coordinated and facilitated performance review cycles for 100+ employees, employing data-driven metrics to enhance overall employee satisfaction.

### HR Executive|| Speqto Technologies|| 2021- 2022

- Responsible for Recruitment, Selection & short listing the candidates.
- Sourcing the possible candidates via the sourcing procedures like job portals, walk-ins, employees' references, followed by short listing of candidates.
- End to End Recruitment Coordination with Department Managers, understanding their requirements and preparing JD with the support of the Hiring Managers.
- Pre-boarding, Onboarding & Joining formalities / Induction & Orientation.
- Smooth exit and issuing experience certificate and relieving letter, Coordinate & manage the full & final settlement with the help of finance division and sending circular to other department at the time of relieving of an employee
- Plan events and functions in organization during company anniversary, festival, Fun Friday.