

Archana Singh

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Career Objective

I want to work in that innovative and challenging environment where I can grow as a successful person in all spheres of my life and can render my best services towards the growth of the organization with my potentials and skills..

Experience Summary

- Working with Paltech Cooling Towers & Equipments Ltd. as 'BD Executive' from 20 Jul 2020 to Till Date.
- Worked with SOWIL LIMITED as a 'BD Executive' from Feb'2019 to June'2019.
- Worked with JJM Group Security & Facility Services as an Assistant HR Manager from Mar'2018 to Sep'2018
- Worked with CINE INDIA GROUP as an Executive Officer from Nov'2010 to Oct'2017.

Educational Qualifications

COURSE	BOARD	PASSING OF YEAR	Subject
M.B.A .(Post Graduation)	Sam Higginbottom University of Agriculture	2006	H.R & MKT.
B.A.(Graduation)	University of Allahabad	2004	ENG.LITERATURE
12 TH (Intermediate)	U.P. Board	2001	BIOLOGY
10 TH (High School)	U.P. Board	1998	SCIENCE

Projects Undertaken In H.R.

1. Summer Training: Six Weeks summer training in Power grid Corporation Of India Limited (Gurgaon).
Topic-To Study on Training and Development Procedure. (02/06/2005)
2. Winter Training: Four Weeks winter training in Power grid Corporation Of India Limited (Gurgaon).
Topic-To Study The Recruitment & Selection Procedure. (25/01/2006)

Technical Experience

MS Office	MS office
Internet	Net Surfing, Tally ERP9(Learn)
Skill	HR Executive

Achievements & Awards

- Received appreciation for good office management.
- Seminar Certificate
- Award Alumni Meet 23rd Sep 2006 from Xavier Institute of Social Service, Ranchi.

Working Exposure

HUMAN RESOURCE

To work a challenging environment in a professionally managed company that provides avenues for learning and growth & utilized my skill to its maximum.

CAREER CONTOUR

Jul 2020 – Till Date	BD Executive
Paltech Cooling Towers & Equipments Ltd., Gurugram	

Industry: - Manufacturing

Key skills: - Enquiry follow up, Vendor Registration, documentation,

Job Responsibilities

- Follow up of enquiry from clients on daily basis. Work with senior team members to identify and manage risks. Check emails and documentation.
- identify new market opportunities. Research & Interacting with potential clients and business partners.

Feb'19 - Jun'19.	BD Executive
SOWiL Limited	

A business development executive is a senior manager tasked with the job of helping his or her business grow and therefore, they are high-level sales professionals.

Industry: - Construction

Key skills: - Tendering, bidding, proposal

Job Responsibilities

- Identifying new sales leads/Business Opportunity by websites/News Paper on daily basis.
- Prepare tender list and update time to time, checking for new corrigendum, amendment of active tenders.
- Downloading all tender documents for decided Bids and distribute to all Heads.
- Prepare synopsis/checklist: reviewing RFP, checking eligibility criteria and client requirements for bidding.
- Follow up with client for information .handling calls emails and letters communication & required follow-up with the clients through emails and letter.
- Contact /meeting with partner or associate.
- Estimated cost/fund and formats include BG, DD for Bidding or participating in decided tenders separately.
- Bidding: Technical bid preparations which include(Formatting, prepare draft financial, compiling, signing by EDT/EDN, numbering, scanning, binding, generating& compressing different files and formats, packing BIDS for dispatch through courier/by hand, online submission(uploading tenders on e-procurement using different DSCs of EDT/EDN).
- Update Submitted tenders list. Bid status check time to time.
- Maintaining relationships with existing customers related the projects.
- Researching organizations and individuals online/offline to identify new leads and potential new markets.
- Contacting potential clients via email or phone to establish rapport and set up meetings.
- Contacting clients to inform them about new developments in the company's services.
- Developing quotes and proposals. Attending conferences, meetings
- Training personnel and helping team members develop their skills.

Mar'18 - Sep'18.

Assistant HR Manager

JJM Group Security & Facility Service.

Function as a HR Manager, responsible for Payroll Administration, Benefits/Compensation, Training & Development, Recruitment/Selection and Employee Relations, reporting to the MD.

Job Responsibilities

- Manage the daily operations of the Organization such as attendance monitoring, leave tracking, clock in/outs etc. is calculating the payrolls. Arrangement Id-Card, Visiting Cards, Bank Account .Complete the reliving process & check list of left employees with update file, Full and final. Preparing leave records with applications, outgoing slips checking with feedback on next day. Completion of joining formalities of candidates. Prepare daily attendance report with compiling monthly attendance for salary processing considering all branches.
- New joining process: -Completion of joining formalities of candidates. Issue letter of intent, Appointment letter, joining check list, file preparation, joining undertaking signing with previous company documents.
- Personnel records, compensation, and hiring. Co-ordination with Consultants and candidates for interviews. Short listing of candidates. Hands on experience in End to End Recruitment for Mid-level/ Sr Level /Leadership hiring. Creating Job Descriptions as per requirement, Sourcing / Screening profiles according to the job specifications, Generation and maintenance of various trackers & reports, Taking Face to Face Interview, Well versed with various recruitment tools (Naukri, Times, LinkedIn, Facebook, Free Job Sites etc) recruit Manpower after approval from Managing Director, Identify training needs of all employees in consultation with respective department heads and organize training to all employees. Organize Annual Performance appraisals.
- Employee training and development includes new hire orientation, leadership training and professional development. Human resource managers conduct periodic needs assessments to determine when training is necessary to improve the performance and productivity.
- Efficient calculation of salaries, wage-cuts, reimbursements, and generation of pay slips amounts to the role of HR managers in payroll management. Statuary Compliance: Preparing all challan of Compliance and make sure it will deposited on time, preparing all supporting details document whichever required for the department.
- Update the notice board on daily basis with all new policies & office memo. Taking care of time office machine for calculation of attendance and proper maintenance of duty roaster entry.
- Maintain department records and reports.

Nov'10 - Oct'17

Executive Officer

CINE INDIA GROUP

Directed and efficiently managed Administration functions, reported to the Manager. Managing day to day tasks as given by the Director and senior management and ensuring smooth, timely completion of the task assigned.

Job Responsibilities

- Documentation of reports to Attendances record, Identity Card, joining formalities. Calculating & processing the salaries of the employees. Maintain Personnel file of worker/employees. Arranged Manpower, Planning and scheduling meetings and appointments. Maintaining the documents records.
- Maintains human resource staff by recruiting, selecting, orienting, and training employees. Maintain and update filing, mailing, and database systems. Responsible for keeping the record of expenses. Office, computers such as photocopies and scanners, printer, fax machines.
- Payment Management. Provide information to callers. Assists in Purchase orders and invoicing, Issues road permit, Coordinating with the client. Making quotation and emails, Handles Expenses and billing cycles.
- Maintain stationary, stock lists and orders office supplies as needed. Manages outgoing post and records data on special deliveries. Distributing the stationary as per requirement. Responsible for maintaining the records of office inventory.

Personal Details:

Marital Status	Single
Nationality	Indian
Strengths	Friendly, Honest and Smart, Team Player, Fast Learner, Ability to work with Dedication and Integrity, Self- motivation to excel in responsibilities assigned. Ability to easily adapt new environment & Quick Learner.
Languages	English & Hindi.

Notice Period:

15 days

Declaration

I hereby declare that all the facts above are true completed correct to the best of my Knowledge & Belief.

(ARCHANA SINGH)