



GARIMA SINGH

HR Manager

Results-driven HR Manager with 07 years of impacable experience in the field along with a proven track record of enhancing organizational performance through strategic talent acquisition, employee development, and retention Initiatives. A trusted leader with strong communication skills, adept at building and leading high-performing teams to meet and exceed company objectives.

Recognized for fostering a positive workplace culture, driving employee engagement, and implementing innovative HR strategies that contribute to long-term business success. Known for being a growth catalyst, consistently delivering improvements in workforce productivity, employee satisfaction, and operational efficiency.

Contact

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Viman Nagar, Visakhapatnam

Education

Master of Business Administration

Pranveer Singh Institute of Technology
2016-2018
Kanpur, UP

Bachelor of Commerce

Brahmanand Degree College
2012-2015
Kanpur, UP

Skills

Organized ●●●
Communication ●●○
Teamwork ●●●
Meeting deadlines ●●○
Critical thinking ●●●

Experience

HR Manager

Kamdhenu Cattle Feeds Pvt. Ltd. Oct 2020 - Feb 2025

Spearheading HR operations for a leading cattle feed manufacturer, managing a workforce of 400 plus employees including office, factory and marketing staff (Pan India). Key responsibilities include recruitment, payroll processing, compliance management (PF, ESIC, quarterly returns), employee tracking, bonus and leave management, and cash handling. Successfully coordinated with senior management, ensured seamless HR operations, and promoted the company brand through virtual interviews and marketing initiatives

HR Executive

Sigma Group of Companies Jul 2019 - Aug 2020

Supported HR operations, managing recruitment, payroll, compliance, and employee records. Key responsibilities included conducting interviews, liaising with employment agencies, job posting, and processing payroll for 500+ employees. Additionally, ensured timely preparation of PF and ESIC challans, maintained daily attendance records using biometric software, and updated employee records for appointments, promotions, and terminations.

HP Copy Editor

Thakur Publications, Pvt. Ltd. Jun 2018 - May 2019

Edited and refined HR-related content for accuracy, quality, and tone, ensuring timely publication. Key responsibilities included reviewing and revising content, collaborating with production teams, and managing multiple projects to meet deadlines, while maintaining clarity, flow, and structure of the content.

Language

Hindi ██████████ English ██████████

Certifications

Entrepreneurship Awareness Drive, IIT Kharagpur
NCC "B" & "C" Grade Certificate