

TAMANNA SINGH

PROFESSIONAL SUMMARY

Motivated and driven HR generalist with 2+ years of experience possessing skills of employee management, talent acquisition and operations. Keen interest in developing and enhancing skills in PMS and HR analytics.

EXPERIENCE

Assistant HR Manager, 01/2023 - Current

Housr Technologies - Gurgaon, Haryana

Housr is a co-living platform which fosters tech-enabled shared spaces for young working professionals.

- Screened, interviewed and hired candidates to facilitate smooth recruitment procedures.
- Compiled and updated employee files in electronic and paper formats to maintain accurate records using Emplify HRMS.
- Coordinated with department managers to identify and facilitate workforce needs.
- Managed recruitment processes from writing job descriptions to reviewing CVs, interviewing and selecting talent for **Gurgaon, Bangalore and Hyderabad offices.**

Senior HR Executive, 04/2022 - 01/2023

Torque Communications - Gurgaon, Haryana

Torque is Main-line PR agency, focused on corporate clients from across sectors, such as - Education, Defense, Technology, Lifestyle and E-commerce.

- End to end recruitment for multiple locations - Delhi/ Bangalore
- Provided support to employees with various HR-related issues and liaised with heads of department to find resolutions.
- Initiated employee evaluation process and recommended policy changes to propel staff progress toward desired readiness goals.
- Formulated organizational chart with associated job ranks and responsibilities.
- Sourcing from various job portals, screening, salary negotiation, post joining formalities, documentation, on-boarding induction and orientation
- Identifying and re-designing the KRAs and performance review form for probation confirmation and annual appraisal
- Revamping HR manual, re-structuring existing policies and procedures as per the recent industry standards
- Maintaining various MIS- Master-sheet, Recruitment tracker, Minutes of the meeting and Work-flow chart.



CONTACT

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CERTIFICATIONS

Strategic HR Applied Analytics

IIM-Rohtak

June 22- Dec 22

SKILLS

- HRMS
 - Application Tracking System
 - Salary Negotiations
 - Compensation structuring
 - Onboarding & Induction
 - Employee Relations
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PERSONAL DETAILS

DOB - 01/10/1996

Marital Status- Single

Languages-English, Hindi

Assistant Manager, 10/2020 - 02/2022

Central Park - Gurgaon, Haryana

Central Park is a Leading Real Estate Brand, focused on the Ultra Luxury residential segment

- End to end recruitment- sourcing from job portal, screening, salary negotiation, salary structuring, releasing offer letter
 - Post joining - joining formalities and induction
 - Documentation, coordination for no dues clearance and F&F formalities
 - Maintaining leave balances and attendance input
 - Admin and vendor management
 - Inter-department coordination and operations.
 - Maintained positive, professional working environment to optimize staff and customer satisfaction.
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INTERNSHIP

HR Intern, 02/2019 -05/2019

TAJ Hotel - Chandigarh

- Recruitment, Documentation and allotment of work units to industrial trainees and on-job trainees.
 - Planned and organized weekly employee engagement activities.
 - Revamped induction manual and training program schedules.
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EDUCATION

Master of Business Administration, Human Resources , 2020

ICFAI IBS - Bengaluru, KA

Bachelor of Commerce, 2017

MCM DAV College, Panjab University - Chandigarh, CH

ACCOMPLISHMENTS

- Won first position in National level management fest in HR vertical, held at Christ University Bangalore in September 2019
- Senior coordinator for the HR vertical in the IBS national management fest (Tarkash) held in November 2019 and intra-college management fest (Manthan) held in August 2019.
- Participated in 'Oyo the catalyst' national level case study event held by dare2compete, in November 2019.
- Runner up in the intra-college badminton doubles competition held in December 2018
- Won the first position at 50m (under 21) race in a swimming competition conducted at the district level in July 2016.