

# Amit Pratap Singh

DOB - 01st April-1984

Contact No.- 9599708883

Mail Id - [amit.pratap1902@gmail.com](mailto:amit.pratap1902@gmail.com)



## Profile

Results-driven with over 12+ years of experience in leading strategic HR initiatives and overseeing all aspects of human resources operations. Proven track record in talent acquisition, employee development, and performance management. Strong expertise in SAP Successfactors Employee Central Module. Seeking a challenging role to utilize my skills and contribute to organizational success.

## Work Experience

AUGUST 2017 – MAY 2023 NEW DELHI, INDIA

### Manager HR

#### Hettich India Pvt. Ltd.

Jul.'2018 - May'2023

##### SAP Successfactors Employee Central -

- Created Organizational Structures like Legal Entity, Business Unit, Division, Department, Location, Location Group.
- Strong understanding of Success Factors Admin and Employee Central which includes Foundation Object, Succession and Corporate Data model, Events and Event Reason, Workflow, creation of Organizational structure, New position, New hire.
- Configured and customized Employee files and People profiles, including personal information, job information, and other relevant data, using Manage Business Configurations.
- Assisted in configuring workflows for various events, such as New Hire and Job Change, streamlining HR processes and ensuring compliance with organizational policies.
- Managed picklist configurations, uploading and maintaining picklists to support accurate data entry and reporting.
- Implemented Role-Based Permissions (RBP), creating roles and permissions to ensure appropriate access and security measures.
- Handled issues related to Manage Data, Manage Business Rule, Picklist centre, MDF Configurations.
- Generated standard and ad hoc reports, providing valuable insights and analytics to support data-driven decision making.

Aug.'2017 - Jun.'2018

##### HR Generalist-

- Streamlined recruitment and onboarding processes.
- Led and executed performance management initiatives.
- Implemented a comprehensive training and development program and increased employee satisfaction.
- Developed and implemented HR policies and procedures, ensuring compliance with employment laws and regulations and fostering a positive and inclusive work culture.
- Successfully managed and implemented a company-wide employee training and development program, resulting in a 20% increase in employee satisfaction and productivity.
- Led a team of HR professionals to streamline the recruitment process, reducing time-to-fill positions by 30% and saving the company annually in recruitment costs.
- Developed and executed effective employee engagement strategies, resulting in a decrease in turnover rate and a significant improvement in employee morale and retention.
- Implemented a performance management system that aligned individual and departmental goals with organizational objectives, leading to a 10% increase in overall employee performance and profitability.

## Work Experience

AUGUST 2016 – JULY 2017 NEW DELHI, INDIA

### Assistant Manager - HR

#### RG Group

- Managing end-to-end recruitment cycle process, preparing Position
- Profiles for different positions (Junior or Intermediate Level to Senior Staff Specialist & Middle level) & coordinating with the consultants, Accounts, IT, Sales etc.
- Sourcing and short listing resumes from portals for various positions, doing referral checks, designing induction program for the same; issuing offer letters or appointment letters for new hiring and maintaining personal files for new joinee as well as existing employees.
- Coordinating with Management and Heads of Department for implementing HR policies and procedures in line with core organisational objectives; implementing HR policies and procedures by communicating and educating them; ensuring that all company policies and procedures are up to date as and when required.
- Participating in employee welfare related issues and delivering the responsibility of providing support & assistance to the associates in time of need maintaining discipline & harmonious working environment across all employee levels. Managing employee engagement activities like birthday celebration, festival celebration etc.

## Work Experience

DECEMBER 2014 - MARCH 2016 GURUGRAM, INDIA

### HR Executive

#### SMS India Pvt. Ltd.

- Planning human resource requirements in consultation with heads of different functional areas, organizing the interviews, maintaining resume data bank, screening the candidates, coordinating with recruitment consultants as and when required.
- New employee orientation and joining formalities, Letter preparation: Employee Appointment Letter, Confirmation Letter.
- Briefing Company policies and Employee welfare benefits
- Identifying the training needs for teams in consultation with HODs, organizing internal training programs and getting feedback from employees.
- Coordinating with all employees for daily administrative requirements/queries.
- Overseeing Exit formalities viz. Conducting Exit Interview, preparing full & final settlement inputs & issuing Experience & Relieving letter.

## Work Experience

APRIL 2011 – NOVEMBER 2014 NEW DELHI, INDIA

### Resource Executive

#### VCMS India

- Managing the entire TA cycle right from understanding the business requirements, screening candidates, arranging interviews of the shortlisted candidates closing the positions.
- Managing 4 recruiters to get quality profiles against each mandate.
- Conducting regular client calls addressing queries from client, in terms of process guidance, SLAs, & requirement clarifications technically and functionally ensuring closures within TAT.
- Interacting with Hiring Managers, Project team, interviewing panel and aligning with them in regards with their requirements.
- Delivering right fit candidates, getting timely feedbacks sharing and resolving any Gaps.
- Maintaining database effectively and managing candidate and client information including client's requirements, interviews scheduled, and list of selected candidates.
- Following up with candidates until they join the organization.

## Skills

### SAP SUCCESSFACTOR EMPLOYEE CENTRAL MODULE

HR Operations

Organizational planning

## Education

JULY 2008 – JULY 2010 MEERUT, INDIA

Human Resource | MBA

IIMT Management College