

# SANJAY SINGH

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## PROFESSIONAL SUMMARY

MBA (HR & Marketing) graduate with practical experience in HR Operations and recruitment within a manufacturing setup. Proficient in HR documentation, NABL audit compliance, HRMS (HRONE), and technical hiring. Experienced in managing employee records, supporting plant HR activities, and executing end-to-end recruitment across multiple functions.

## CORE SKILLS

Talent Acquisition (Technical Hiring), Plant HR Operations, HR Documentation & Compliance, NABL Audit Support, HRMS (HRONE), Employee Records Management, Recruitment Coordination, Performance Appraisal Support, Job Portals (Naukri, Foundit, Shine, LinkedIn), MS Excel, Google Sheets

## PROFESSIONAL EXPERIENCE

### HR Intern | Tesla Transformers India Ltd, Bhopal | Jan 2026 – Present

- Prepared and managed HR documentation for NABL audit compliance and internal audits.
- Managed employee records using HRONE HRMS ensuring accurate documentation.
- Handled end-to-end recruitment for experienced professionals across departments such as Quality (QA, QC, QMS), Design (Electrical & Mechanical), Production, Marketing, Testing, and After-Sales Service, along with hiring freshers (GET, DET, ITI) for technical and shop floor roles.
- Created appraisal sheets for 500+ employees supporting salary revisions (2024–2026).
- Developed 15+ standardized HR formats, including Manpower Planning & Budgeting, Manpower Requisition Forms, Interview Assessment Forms, Letter of Intent (LOI), Induction & Feedback Forms, Job Description (JD) formats, Welcome Kit formats, KRA & KPI frameworks, Asset Delivery Forms, Departmental Handover Forms, etc.

### HR Associate | Corporate Steps, Bhopal | Jul 2025 – Sep 2025

- Sourced and screened 200+ candidates (IT & Non-IT).
- Coordinated interviews with 15–20 hiring managers.
- Maintained recruitment databases, calendar and candidate pipelines for hiring visibility.
- Gained hands-on exposure to recruitment lifecycle, client coordination, and multi-role hiring in a consultancy environment.

### HR Intern | Hiring Plaza Solutions, Bhopal | Apr 2025 – Jul 2025

- Sourced and screened 150+ candidates across multiple roles.
- Maintained recruitment trackers and dashboards.
- Worked with hiring managers to understand job descriptions and client requirements.

<b>EDUCATION</b>	MBA (HR & Marketing)   Barkatullah University   2023–2025   SGPA: 8.13	B.Com (Hons)   Career College   2020–2023   64.92%
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<b>LANGUAGES</b>	Hindi (Native)   English (Intermediate)
<b>Date of Birth</b>	10 January 2003