

# SANJAY SINGH

Bhopal, Madhya Pradesh, 462043 | +91 7610504348 | [sanjaysingh08733@gmail.com](mailto:sanjaysingh08733@gmail.com)

LinkedIn: [linkedin.com/in/sanjaysingh613026226](https://www.linkedin.com/in/sanjaysingh613026226)

## PROFESSIONAL SUMMARY

Result-oriented HR Professional with an MBA in HR & Marketing and proven expertise in Plant HR Operations, Talent Acquisition, and Core HR functions within manufacturing and consultancy setups. Strong hands-on experience in end-to-end recruitment for technical and non-technical roles, HRMS management (HRONE), and designing complex HR documentation including statutory and NABL audit compliances. Adept at managing full employee lifecycles, salary structuring (CTC components), and execution of performance appraisal processes.

Seeking to leverage skills in HR Generalist and Talent Acquisition roles to drive organizational efficiency.

## CORE COMPETENCIES

- **Talent Acquisition:** Sourcing & Screening, Candidate Pipeline Management, Job Portals (Naukri, Foundit, Shine, LinkedIn).
- **HR Operations:** Plant HR Operations, Employee Lifecycle Management, Personnel File Management.
- **Compliance & Audits:** NABL Audit Support, Statutory Documentation.
- **Systems & Tools:** HRMS (HRONE), MS Excel, Google Sheets.
- **Performance Management:** Performance Appraisal Support, KRA & KPI Framework Development.
- **Compensation & Benefits:** Salary Structure Designing, CTC Component Bifurcation, Statutory Knowledge (PF & ESIC Calculations).

## PROFESSIONAL EXPERIENCE

### Tesla Transformers India Ltd

Jan 2026 - Present

HR Intern (Plant HR & Operations)

Bhopal, MP

- **Salary Structuring & CTC Design:** Designed and structured CTC components, ensuring precise calculation of Gross Salary, Basic, HRA, and standard allowances based on predefined company grids.
- **Statutory Calculation Knowledge:** Possess strong functional knowledge of statutory compliance metrics, effectively calculating accurate monthly PF (12%) and ESIC (0.75% employee, 3.25% employer) contributions matching mandatory ceilings
- **Audit & Documentation Compliance:** Drafted and streamlined comprehensive HR documentation and personnel files to successfully support NABL compliance audits and internal plant audits.
- **HRMS & Records Management:** Maintained and audited digital employee profiles, onboarding data, and daily compliance records utilizing the HRONE HRMS platform.
- **Talent Acquisition & Sourcing:** Spearheaded end-to-end technical recruitment cycles for specialized positions across Quality (QA/QC/QMS), Design (Electrical & Mechanical up to 400kV), Production, Testing, and Aftersales, alongside mass hiring for freshers (GET, DET, ITI).
- **Performance Appraisal Framework:** Managed and compiled performance appraisal sheets for over 500+ employees to facilitate seamless annual salary revisions and evaluation cycles.
- **HR Standardization:** Designed and deployed 15+ standardized HR operational formats, including Manpower Planning & Budgeting, Manpower Requisition, Letters of Intent (LOI), Induction Feedback, JDs, and KRA/KPI frameworks.

## Corporate Steps

Jul 2025 - Sep 2025

HR Associate

Bhopal, MP

- **End-to-End Sourcing:** Successfully sourced, screened, and validated over 200+ candidate profiles for both IT and Non-IT verticals using major job portals (Naukri, LinkedIn, Shine).
- **Stakeholder Coordination:** Formally coordinated candidate interview schedules, feedback channels, and final evaluations with 15-20 active hiring managers.
- **Pipeline Management:** Built and tracked active candidate pipelines and recruitment trackers to enhance visibility and reduce time-to-hire for high-priority client requirements.

## Hiring Plaza Solutions

Apr 2025 - Jul 2025

HR Intern

Bhopal, MP

- **Candidate Mapping:** Sourced and mapped over 150+ potential candidates across multiple industry domains, matching skill sets against demanding client mandates.
- **Data Management:** Updated and maintained daily recruitment dashboards and trackers to ensure real-time accuracy of screening stages.
- **Requirement Analysis:** Collaborated directly with senior hiring leads to understand complex Job Descriptions (JDs) and align talent supply accordingly.

## EDUCATION

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**MBA (HR & Marketing) — Barkatullah University, Bhopal**

2023 - 2025

Grade: SGPA 8.13

**B.Com (Hons) — Career College, Bhopal**

2020 - 2023

Grade: 64.92%

## PERSONAL DETAILS

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**Languages:** Hindi (Native) | English (Intermediate)

**Date of Birth:** 10 January 2003