



# NIKHIL SINGH

Plot no 805 Surya Nagar , Manak Nagar , Lucknow Pincode : 226011  
Contact: 8188993469 | Mail: nikhilsinghsandhu99@gmail.com

## OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

## EXPERIENCE

- 2020 - 2023 • **Human Resource Administration & Office Manager**  
Ranjana Health Care Pvt Ltd Lucknow
- 2017 - 2020 • **Accounts and Office Administration**  
Goodwill Hero Lucknow

## EDUCATION

- 2013 • **High School**  
St.Anthony Public School  
I Grade
- 2015 • **Intermediate**  
RIB Senior Secondary School  
I Grade
- 2018 • **Bachelor of Commerce**  
University of Lucknow  
II Grade
- 2022 • **Master of Business Administration with dual specialization HR & Finance**  
City College of Management and Technology  
I Grade

## SKILLS

Talent Management, Recruitment ,  
Performance management, Talent  
acquisition, Coordination,  
employee's relationship, employee's  
engagement , Policy and procedure  
development, Wages and salary,  
Benefits oversight, File and record  
management, Personal file  
management

100%

## LANGUAGES

- English and Hindi

## HOBBIES

- Reading books, meditation, running, physical exercise, playing football, basketball, lawn tennis

## PERSONAL DETAILS

- Father's Name : Amarjeet Singh
- DOB : 27 June 1995
- Religion : Sikh
- Marital Status : Unmarried
- Gender : Male

## COMPUTER KNOWLEDGE:-

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- DCFA Professional Diploma Course  
Diploma in Computerized Financial Accounting  
Software known : Tally, DMS, KDK, MARG

## RESPONSIBILITIES

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- **Accounts and Office Administration :-**

Bank reconciliation, fund transfer, account's payable and receivable, day book , cash book , bank book , inventory management, payroll, salary payout, office management, employee's management, attendance record ,sale and purchase record ,recruitment, training, providing offer letter ,warning letter, inward outward record , maintaining attendance , freight payments, transportation expenses , export procedure, approval, claim , recovery, miscellaneous expenses , employee's attendance, employee's record , leave record , field representatives estimate and expenses

- **Human Resource Administration & Office Manager :-**

- Accomplishing Human Resources Administrator with 3 years of experience in benefits administration, employee relations and corporate policy development. Well-versed in creating reports managing talent and driving recruitment of top-notch employers.
- Personable job title with solid background in talent acquisition, employee relations and performance management. Skilled in utilizing data and analytics to push strategic HR initiatives. Strong analytical skills and committed to implementing HR policies and procedures.
- Successful human resource candidate with expertise in employee recruitment, training and payroll management. Adept at building and maintaining positive relationships with employees and management. Strong organizational skills and committed to adhering to relevant laws and regulations.
- Hardworking and passionate job seeker with strong organizational skills eager to secure entry level job title position. Ready to help team achieve company goals.
- Organized and dependable candidate successful at managing multiple priorities with positive attitude. Willingness to take on added responsibilities to meet team goals.
- Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.
- To seek and maintain full-time position that professional challenges utilizing interpersonal skills, excellent time management and problem solving skills.
- Dedicated professional eager to create and implement successful strategies to improve organizational efficiency. Adept at utilizing data analysis to provide insight into HR initiatives. Strong communication and interpersonal skills and committed to pursuing best practices related to employee development and retention.

Date :     /     /

Place : Lucknow

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