



Aishwary Pratap Singh

HR & Admin Executive

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📅 16th July 2002

🇮🇳 Indian

♂ Male

PROFESSIONAL SUMMARY

Proactive and results-driven HR professional with hands-on experience in HR operations, recruitment, employee lifecycle management, HR analytics, and contract compliance. Skilled in optimizing HR processes, workforce planning, MIS reporting, and data-driven decision-making to improve operational efficiency and employee engagement. Adept at cross-functional collaboration and maintaining accurate HR records to support organizational effectiveness.

PROFESSIONAL EXPERIENCE

07/2025 – Present
Gurgaon

Hunar.AI

HR & Admin Executive

Recruitment & Talent Acquisition

- Managed end-to-end recruitment including workforce planning, sourcing, screening, interviews, offers, and onboarding.
- Optimized hiring workflows by tracking recruitment metrics such as time-to-hire, source effectiveness, and pipeline performance.
- Supported strategic headcount planning using data-driven insights.

HR Analytics & Reporting

- Analyzed HR data related to recruitment, attrition, engagement, and performance for leadership review.
- Developed and maintained HR dashboards and MIS reports with 100% data accuracy.
- Ensured operational accuracy in attendance, leave, and payroll processing.

Performance & Employee Engagement

- Supported performance management processes by analyzing appraisal and feedback data.
- Conducted employee engagement surveys, identified improvement areas, and recommended actionable solutions.
- Evaluated training needs and measured training effectiveness using performance metrics.

HR Operations & Compliance

- Maintained and audited HR databases, employee records, and documentation.
- Ensured compliance with HR policies, labor laws, and internal procedures.
- Streamlined HR processes through cross-functional collaboration and reporting improvements.

Contracts & Legal Compliance

- Drafted, reviewed, and managed employment, SaaS, and client contracts ensuring clarity and compliance.
- Tracked contract renewals, expirations, and SLA commitments.
- Monitored adherence to labor laws, company policies, and contractual obligations.

04/2025 – 06/2026
Gurgaon

Hunar.AI

HR Intern

- Assisted in recruiting high-quality talent, improving candidate quality by 30%.
- Streamlined onboarding processes, reducing time-to-hire by 20%.
- Developed training materials, increasing employee engagement by 25%.

- Collaborated with cross-functional teams to enhance HR operations and internal HR process awareness.

EDUCATION

2023 – 2025 Lucknow	Master of Business Administration (MBA) – HR & Operations Dr. A.P.J. Abdul Kalam Technical University, Lucknow
2020 – 2022 Jhansi	ITI Diploma Government Industrial Training Institution, Jhansi
2019 – 2022 Jhansi	Bachelor of Science – Applied Mathematics & Physics Bundelkhand University, Jhansi
2017 – 2019 Jhansi	Intermediate Kendriya Vidyalaya No. 3, Jhansi
2015 – 2017 Orai	High School Shri Vinayak Academy International School, Orai

SKILLS

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| <ul style="list-style-type: none"> • Human Resource Management • HR Analytics & MIS Reporting • Performance Management • Leadership & Team Management | <ul style="list-style-type: none"> • HR Operations & Organizational Development • Contract Drafting, Review & Auditing • Compensation & Benefits | <ul style="list-style-type: none"> • Talent Acquisition & Workforce Planning • SLA & Compliance Management • Employee Relations |
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LANGUAGES

English

Hindi

INTERESTS

- Volunteer Activities
- Sports Enthusiast
- Learning New Languages