

RIYA SINGH

Working as HR Intern

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| Nakodar distt. Jalandhar |

PROFESSIONAL SUMMARY

Dedicated MBA (HR) candidate with a solid foundation in Talent Acquisition, Recruitment, HR Operations, Onboarding, HR Documentation, Payroll Support, and Employee Engagement. Skilled in candidate sourcing, interview coordination, employee records, compliance, and administrative support. Proficient in MS Excel and MS Office with effective communication, organizational, and critical thinking skills.

INTERNSHIP/ INDUSTRIAL TRAINING

Mrs. Bector’s Food Specialities Ltd. – HR Intern June 2026 – Present
Phillaur, Punjab / FMCG / Beverage & Food Industry

- Assisted the HR team in end-to-end recruitment support- sourcing candidates, screening applications, scheduling interviews, and maintaining applicant tracking records.
- Supported workforce planning activities by compiling headcount reports and analysing attrition data using MS Excel pivot tables and dashboards.
- Participated in employee onboarding processes- prepared joining kits, coordinated induction schedules, and updated HRIS records for new joiners.
- Observed and documented labour compliance procedures including attendance management, statutory registers (PF, ESI, Gratuity) and Factories Act requirements.
- Contributed to Performance Management System (PMS) data collection- compiled appraisal forms, tracked submission status, and prepared summary MIS reports.
- Supported HR analytics tasks: prepared monthly HR dashboards covering absenteeism rate, turnover trend, and training hours using MS Excel.
- Co-ordinated training sessions for shop-floor employees- prepared training calendars, attendance sheets and post-training feedback forms.
- Assisted in employee engagement initiatives including festival celebrations, suggestion box review, and internal communication drafts.
- Gained hands-on exposure to payroll support- cross-verified attendance data, leave records, and overtime sheets before salary processing.

KEY SKILLS GAINED: HR Analytics | Workforce Planning | Labour Law Compliance | PMS | Recruitment Support | HRIS | Payroll Coordination | Employee Engagement | Training Administration | MS Excel Dashboards.

ACADEMIC HR PROJECTS

Project 1: Recruitment & Talent Acquisition – Strategies and Best Practices

MBA Academic Project | CT Group of Institutions | PTU Affiliated

- Conducted an in-depth study of the end-to-end recruitment lifecycle, including job analysis, sourcing strategies, candidate screening, selection, and offer management.
- Analysed different talent acquisition models (internal vs. external hiring, campus recruitment, and social media sourcing) and evaluated their effectiveness across industries.
- Studied competency-based interviewing frameworks and structured selection tools to reduce hiring bias and improve quality of hire.
- Mapped employer branding strategies and their impact on attracting top talent in competitive labour markets.
- Prepared a structured recruitment process manual covering job description writing, shortlisting criteria, interview scorecards, and onboarding checklists.
- Presented findings to faculty and received appreciation for practical applicability and research depth.

Skills Demonstrated: Talent Acquisition • Job Analysis • Competency Mapping • Employer Branding • HR Documentation • Recruitment analytics.

Project 2: Training & Development – Designing Effective Learning Interventions

- Studied the ADDIE Model (Analysis, Design, Development, Implementation, Evaluation) and applied it to design a sample Training Needs Analysis (TNA) framework for an FMCG organisation.
- Identified training gaps through skill matrix analysis and employee performance data and proposed targeted learning interventions for different employee categories.
- Designed a Training Calendar covering induction training, on-the-job training (OJT), soft skills development, and compliance/statutory training modules.
- Evaluated training effectiveness using Kirkpatrick's Four-Level Model by measuring trainee reaction, learning, behavioural change, and business results.
- Researched e-learning and blended learning approaches and compared their ROI with traditional classroom training in manufacturing environments.
- Prepared a comprehensive Training & Development project report with actionable recommendations and presented it to the faculty panel with positive recognition.

Skills Demonstrated: Training Needs Analysis • ADDIE Model • Kirkpatrick Evaluation • Learning & Development • Skill Matrix • Training Calendar Design • Blended Learning.

Project 3: Employee Retention Strategies in SMEs

- Analysed key attrition drivers and developed an employee retention framework covering engagement surveys, reward systems, and structured feedback mechanisms.
- Designed and applied HR analytics tools to measure employee satisfaction and predict turnover risk using quantitative data.
- Presented findings to the faculty panel and received recognition for analytical depth and professional presentation.

Skills Demonstrated: HR Analytics • Attrition Analysis • Employee Engagement • Retention Framework Design • Data Interpretation

EDUCATION

Master’s in Business Administration (Ongoing)

CT Group of Institutions Shahpur campus,
Jalandhar (PTU Affiliated)

Aug 2025– Present

B.sc. in Economics

Guru Nanak National College, Nakodar distt.
Jalandhar (GNDU Affiliated)

Aug 2022– May 2025

LANGUAGES & TOOLS

Languages: English (fluent), Hindi (native), Punjabi (native)

Tools: Advance MS Excel, MS Word, MS Powerpoint, Google Workplace, Advance HRIS