

SHAKTI KUMAR SINGH

HR & Admin Professional

📍 Chinar Park, Rajarhat, Kolkata

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🌐 LinkedIn Profile: <https://www.linkedin.com/in/shakti-kumar-singh-65549b363>



CAREER SUMMARY

Strategic and hands-on HR professional with 11+ years of experience in HR and Administration across real estate, education, transport, and travel sectors. Skilled in payroll, statutory compliance, recruitment, employee engagement, and HR operations. Proficient in HRIS systems (Smart Office, HROne), labor laws, and HR analytics. Known for adaptability, integrity, and delivering results in dynamic environments.

CORE COMPETENCIES

- Talent Acquisition & Onboarding
- Payroll & Compensation Management
- Statutory Compliance (PF, ESI, PT, TDS)
- HRIS & HR Analytics
- Employee Engagement & Grievance Handling
- Performance Management & Appraisals
- Training & Development Coordination
- Administrative Operations & Vendor Management
- Labour Laws & Regulatory Reporting
- Office Management & Procurement

WORK EXPERIENCE

Manager- HR & Admin

Need82

Need82 Forex and Travels Pvt. Ltd., Kolkata | Aug 2025 – Nov 2025 | Contractual

(Sister company of PCBC Forex and Travels Pvt. Ltd., Kolkata)

- Process monthly payroll and manage attendance tracking
- Ensure statutory compliance and coordinate filings (PF, ESI, PT, TDS)
- Maintain employee records and HR databases
- Support recruitment, onboarding, and HR reporting
- Address employee grievances and support engagement initiatives
- Assist in performance tracking, KRAs, and training coordination

Executive- HR and Admin



Shyamoli Paribahan Pvt. Ltd. - Kolkata | May 2024 – May 2025 | Full Time

- Managed recruitment (70% blue-collar, 30% white-collar), onboarding, and background checks.
- Administered payroll, benefits, and compliance using HROne.
- Handled office admin tasks: travel bookings, inventory, petty cash, and vendor coordination.
- Responded to passenger queries and supported MD in workshop development.

Assistant Manager- HR and Admin



Gems City- A real estate company - Kolkata | Jan 2019 – May 2024 | FullTime

- Led HR operations: hiring, onboarding, payroll, performance reviews, and exits.
- Maintained HRIS (Smart Office) and ensured compliance with PF, ESI, P.Tax.
- Managed land documentation and coordinated with legal/finance teams for audits.
- Oversaw office maintenance, AMC, and vendor services.

Executive - HR and Marketing



Gems Akademia International School- A day cum boarding school - Kolkata | Jan 2014 – Jan 19 | FullTime

- Handled recruitment, onboarding, promotions, and exits.
- Supported marketing campaigns, school events, and admission drives.

EDUCATION

- B.A. – Netaji Subhas Open University
- Higher Secondary – WBCHSE
- Secondary – WBBSE

CERTIFICATIONS

- Mini MBA in Human Resource Management – Udemy
- Diploma in HR Management – Udemy
- Basic HR Management – Cambridge International Qualification, UK
- HR Analytics – Coursera
- Diploma in Labour Laws & Statutory Compliances – Udemy
- Labour Laws – LawSikho
- ChatGPT for HR – Great Learning Academy
- AI for Everyone – Coursera
- Microsoft Power BI – Jobaaj Learnings
- Microsoft Copilot – Skill Nation
- Introduction to SAP – Great Learning Academy
- HR Assessment – LearnTube.ai
- HR Skill Workshop – Tareeqa Global Solution Pvt. Ltd.
- New Labour Codes in India – Greyt HR Academy
- Computer Literacy – IBM
- Claude AI – Skill Nation

TECHNICAL SKILLS

- MS Office (Word, Excel, PowerPoint), Outlook
- HRMS Systems: ESSL, Smart Office, HROne
- CRM Tools, ChatGPT, BITLA

LANGUAGES

- Bengali,
- Hindi,
- English (Proficient in reading, writing, and speaking)

PERSONAL DETAILS

- Date of Birth: 15/01/1985
- Gender: Male
- Marital Status: Married
- Address: Shankar Abasan, Flat No. G-A, Ground Floor, Ramkrishna Marg, Chinar Park, North 24 Parganas, Kolkata – 700157