

# HEMANT KUMAR SINGH

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## Objective:

To contribute meaningfully to an organization that fosters growth, learning, and professional excellence, while leveraging my skills and experience in administration, operations, and resource management.

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## Educational Details:

Course	Institute	Year
MBA in Human Resources	Worker's college, Jamshedpur (Kolhan University)	2017-2019
Bachelor of Commerce	A.B.M College , Jamshedpur (Kolhan University)	2009-2012
Senior Secondary School	CBSE New Delhi	2007-2009
Secondary School	CBSE New Delhi	2006-2007

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## Professional Experience:

### **TATA 1MG HEALTHCARE SOLUTIONS PVT LTD**

- Sr. Administration Executive | Feb 2022 - Present

- End-to-end warehouse administration include inbound/outbound logistics, inventory control, order fulfillment, and sub-store operations.
- Coordinating pharmacy operations, material movement, and distribution activities.
- Managing on-site and off-site facilities, preventive maintenance, and vendor coordination.
- Ensuring compliance with CAMC (Comprehensive Annual Maintenance Contract) and asset safety Protocols.
- Space & contract management, including handling legal/contractual matters with suppliers and service providers.
- Supporting strategic planning for smooth administrative and operational execution.
- Supervising workforce deployment, logistics efficiency, and documentation.

## **RSWM Limited**

- Sr. Administration Executive | Sep 2021 - Feb 2022

- Managed office operations to ensure alignment with internal policies.
- Handled procurement, stock control, budgeting, and compliance-related tasks.
- Oversaw travel logistics, appointment scheduling, and correspondence for senior management.
- Maintained personnel and financial records with high confidentiality and accuracy.

## **Project Concern International**

- Administration / Resource Manager | Jul 2020 - Sep 2021

- Coordinated with government officials and NGOs for program implementation.
- Organized training sessions for healthcare employees.
- Conducted health inventory audits and surveys.
- Managed data via ODK platform and ensured compliance with project mandates.

## **ANI Technologies Pvt. Ltd. (OLA CABs)**

- HR / Admin Executive | Aug 2018 - May 2020

- Maintained HR operations including attendance, leave tracking, and payroll coordination.
- Handled vendor enrollment and relationship management.
- Executed marketing campaigns and branding activities at local hubs.

## **Tata Steel Processing and Distribution Ltd.**

- HR / Admin Coordinator | Sep 2015 - Aug 2018

- Managed contract labour, grievance redressal, and factory compliance documentation.
- Liaised with Industrial Health & Safety authorities for audit and licensing.
- Processed vendor compliance and supervised canteen and plant data operations.
- Led safety induction training for new hires.

## **IT Scient**

- Technical Recruiter | Jan 2014 - Aug 2015

- Specialized in C2C hiring for IT clients using platforms such as Dice, Monster, and TechFetch.
  - Coordinated visa documentation for H1B, Green Card, and US Citizen candidates.
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**Skills:**

- Tools & Software: MS Office Suite, ODK, IMS, WarRoom, Suvidha
  - Certifications: Diploma in Fire & Safety Management
  - Languages: English, Hindi
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**DECLARATION:**

I, hereby, declare that the above particulars are true to the best of my knowledge.

**HEMANT KUMAR SINGH**

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