

## Dr Ajit Singh

Tel: 9411669355, 9358022015 E-mail: ajits2002@gmail.com

---

### CAREER PROFILE

A Human Resources and Corporate Social Responsibility Manager with over 18 years of progressive experience augmented by a strong post-secondary background in Human Resources, legal, CSR, Training, Accounting and Organizational Administration. Creative and innovative thinker with effective human resources management, goal setting abilities combined with superior leadership, team building, communication, interpersonal and presentation skills. Self-motivated with the ability to excel in a fast-paced environment; Communicate effectively at all levels; Manage competing priorities; Adapt readily to new challenges.

### Work Experience

- **Research Work** : PhD research work "A study of Socio-Economic impact of Natural Disaster- Low & medium floods".
- **Working as freelance consultant to NGOs & corporate on CSR initiatives.**
- **District resource person livelihood for U.P State National Rural Livelihood Mission (Dist. Aligarh)**
- **Trainer of National Coalition for Education for capacity building of SMC members on school education.**
- **Employee relations advisor to industrial factories on ISO**

### KEY COMPETENCIES AND SKILLS

Leverage extensive HR background to effectively manage recruitment, performance, compensation and benefits,

- ❖ Staff training, employee relations, compliance of Laws, Regulations, important Decisions and their execution.
- ❖ Implement higher performance standards through Organizational Operations Management, Time management, Training, Development and Human Resources Management.
- ❖ Records of accomplishments based on ability to motivate people, conduct effective training sessions, and achieve bottom-line results in taking companies to new levels of success.
- ❖ Analytical Skills - Process data, information, maintain records and tabulation, perform cost analysis, develop standard operating procedures and conduct staff training on policies and operations.
- ❖ Excellent record of effectively analyzing, compiling and synthesizing data into written reports.
- ❖ Exhibit a record of big picture vision with ability to outline necessary steps.
- ❖ Patience, Organized and Efficient. Skilled at managing multiple tasks with competing priorities.

### PROFESSIONAL QUALIFICATION

- ❖ PhD 2018 (Sociology) on Socio-economic impacts of Natural Disasters – Low & Medium Floods.
- ❖ Master of social work from 2011 .Ch Charan Singh University Campus. (HR, Admn. & Comm. Dev )
- ❖ UGC NET DEC 2010 SOCIAL WORK.
- ❖ LLB (Industrial laws) in 1997 from Ch Charan Singh University, Meerut
- ❖ BCom in 1992 from Ch Charan Singh University, Meerut.
- ❖ Certificate diploma in Intellectual Property Rights Law from Indian law institute, New Delhi.
- ❖ Certificates of NCFM,BCFM (Capital & Financial management) & BCDE (Equity derivatives).
- ❖ Comprehensive Disaster Risk Management framework course from GFDRR & NIDM, New Delhi.
- ❖ Community based Disaster Risk Management course from GFDRR & NIDM, New Delhi.
- ❖ COMPUTER SKILLS - Office Management: MS Office (Word, Excel, PowerPoint & Access)

### PROFESSIONAL EXPERIENCE

Presently engaged working as field supervisor cum Teaching Faculty at MSW Programme, a Self Finance department running under Dept of Sociology, CCS University Campus Meerut.

- ❖ Working as faculty member and Field visits in charge for practical exercises for MSW students.
- ❖ Frame the General Policy of the department in the field of Teaching Curriculum, Administration Affairs & Employee Relations.
- ❖ Plan & Supervise the implementation of Programs, Regulations and important Decisions for their execution.
- ❖ Prepare the annual Manpower Plan & Budget (for the projects).
- ❖ Spearheaded full-scope daily operations of Guest Faculties and 18 subordinates. Reporting to Head of Sociology and Registrar CCS University, Meerut.
- ❖ Perform Analysis and Evaluation for all Field Visits, New Training Demands. Interaction with NGOs and Organizations for new programs. Funding in coordination with the respective Divisions and the Organization Development Unit.
- ❖ Organize induction orientation programs for initial settling-in process of new students and faculty.
- ❖ Provide Guidance for leadership development & succession planning.
- ❖ Investigate and follow up on grievance, harassment & disciplinary cases. Conduct grievance, disciplinary Interviews with Faculties and Students to produce the necessary investigation reports with recommendations.
- ❖ Implement disciplinary procedures as requested by line management, including the issue of Engagement, warning letters and contract termination notices;
- ❖ Detect, investigate and resolve complaints, disputes and grievances of all departmental members and report them to the Head.
- ❖ Ensure follow up on issues emerging from employee / students satisfaction for surveys, NGOs meetings, visit reports about factors that affect morale, motivation and efficiency of students and supporting organization.
- ❖ Guiding Research Activities as regarding Community related issues on current social issues.

**Index Investments (ICICI Securities)-HNI consultant**

Year 2007-2012

- ❖ Acquiring High Net worth clients for the organization and introducing them to the bouquet of products offered by the NSE / BSE Stock Broking.
- ❖ Provided a differentiated suite of financial analysis and advise to meet the investment needs and objectives of the groups of sophisticated clients.
- ❖ Partner with an experienced team of product specialists, with support from teams of innovative and dedicated administrative staff members. Expert guidance on customized solutions to customers, assisting them with professional service for their banking, borrowing and investment needs round-the-clock.
- ❖ Handling High Net worth clients of the organization and effectively managing their portfolio by doing value addition in terms of active management, dynamic restructuring, rebalancing so as to help them achieve their short term and long-term objectives.
- ❖ Provided consultancy to different NGOs for their projects and welfare exercises  
Wave Industries, Bulandshahr Sugar Mill unit towards the implementation of the Labour welfare Schemes in the organization. SAIL: Durgapur Steel plant in their CSR Activities. SARD : Janhit Foundation: Jagriti Drug de Addiction: Gravis: Umang Community Care centre : Sankalp: Nehru Yuva Kendra: ABHA Manav Mandir & Aap Ka Apana Ghar : the old age rehabilitation centers, Meerut Seva

Samaj in their SHG & rural livelihood projects for Project conceptualization, perspective building, implementation, monitoring, review and documentation of ongoing projects. SHG formation, conducting meetings, regular monitoring on the formula of Panchasutra as laid down in microfinance guidelines.

- ❖ Promoting Micro Enterprises (individuals and cluster based) at community level campaigning on awareness generation for protection and preservation of ecosystems.
- ❖ Implementing Malaria eradication campaign in coordination with district administration.
- ❖ Liaising with district administration for implementation of ICDS project.

IPR & Legal Consultancy

Year 2005-2007

- ❖ Provide legal guidance and assistance
- ❖ Reviewing important contracts and documents, and checking same following legal procedures
- ❖ Recommending the firm about the legalities that is to be followed while performing various activities
- ❖ Assistance in corporate and business law
- ❖ Assistance in dealing with Loan recovery, Contracts, Asset management, selling and buying of property, court related legalities, etc.

MIT Engineering College

Year 2001-2005

Registrar and Law Officer

Worked as Administrative-Registrar cum Law Officer for Gramodyogik Sikshan Mandal, an education society running 22 technical / engineering / medical Colleges in Delhi, UP & Maharashtra state. Assumed responsibility for management of running institution independently and dealt with HR issues independently. Assisted legal counsels at High Courts as well in Apex court in matter related to the welfare of institution ( MIT Engineering College, Bulandshahr). Functioned as HR Generalist, responsible for Payroll Administration, Benefits/Compensation, Training & Development, Recruitment/Selection, Employee Relations reporting to the Controller of the institution.

- ❖ Manage and process payroll for 200 salaried employees.
- ❖ Create process of evaluating employees, setting goals, conducting objective performance reviews, recognizing and awarding performance to improve productivity.
- ❖ Handle employee terminations, grievance, other difficult situations in a sensitive, fair, respectful manner, working closely with legal counsel, supervisors and management
- ❖ Identify talent and aspirations of individual employees to provide coaching aimed at motivating them to undertake the necessary training required to advance their careers within the organization.
- ❖ Develop job profiles and source candidates from major job boards. Select, interview and hire employees in collaboration with department managers.
- ❖ Plan and develop on-the-job training programs for line employees and career development programs for teachers and staff with a focus on retaining existing talent and reducing employee turnover.
- ❖ Established and maintained proper structures and processes to track time and attendance,
- ❖ Vacations, STD/LTD and other activities resulting in efficiency gains of 33%
- ❖ Implemented Payroll and HR policies resulting in annual cost savings.
- ❖ Improved “employer branding” by working with the IT department to design, develop and launch the organization’s first website.
- ❖ Contributed to the efficiency of company operations by managing the organization’s financial portfolio and staff, including all human resources functions.

- ❖ Transactions, budget preparation, and financial statements including quarterly financial analysis.
- ❖ Minimized the organization exposure to risk in the event of a lawsuit.
- ❖ Identified inefficiencies and produced appropriate amendments in accordance with the negotiated agreements between organization and vendors as the legal counsel.

## LEGAL COUNSEL

Year 1997 to 2001

Worked for 3 years as advocate with senior counsels at District & Session Courts. Dealing in matters related to criminal procedures, civil procedures, revenue Act, Patents & design, Trademark, copy right Act. Developed experience in drafting, analyzing various legal documents, interaction with district officials at various levels.

## PROFESSIONAL TRAINING AND WORKSHOPS

- ❖ Faculty development programme on 'Research methods, SPSS & thesis writing' (Global Dev. Foundation NEW Delhi.) 2012
- ❖ Social defence issues for social work professional (Nat. inst. Of soc. Def., Ndelhi & MGKVP, (Varansi)2013
- ❖ Human values & ethics. ( UGC & DAV PG College, Bulandshahr ) 2013
- ❖ Health & Human rights. (UGC & Govt. PG College, khair, Aligarh) 2013
- ❖ Migration & developmental issues : VV Giri Nat. Labour Instt. Noida.2013
- ❖ Enhancing capacity of youth in dealing with child labour: VV Giri National Labour Instt. Noida.2013.
- ❖ ICSSR Research Methodology workshop in social sciences – CCS University Meerut 2015
- ❖ Globalization & sociology of labour: VV Giri Nat. Labour Instt. Noida.2015.
- ❖ Gender, Labour laws & International labour standards: VV Giri Nat. Labour Instt. Noida.2015.
- ❖ Work shop on 'Digital journalism' Dept of MASS Communication, CCS University, Meerut. 2018
- ❖ Workshop on "engendering budget and gender inclusive development". CCSU, Meerut 2019.
- ❖ Workshop on "ICT Enabled Higher Education in India: Challenges and Opportunities"2020. Webinar
- ❖ Workshop on "Re-engineering Higher Education; A Seamless Knowledge Management system of the University" 2020. Webinar
- ❖ Online workshop on multimedia enrichment of e contents by GAD-TLC a PMMMNMTT SCHEME( MHRD )2020.
- ❖ And many more during lockdown period.

## Books authored:

1. Media and Society. ISBN 978-93-87972-07-0
2. Globalisation Politics and Society. ISBN 978-93-87972-03-2
3. Panchayati Raj and rural development. ISBN 978-93-87972-04-9
4. Sociology of Political Theory. ISBN 978-93-87972-05-6
5. Ecology, Environment and Society. ISBN 978-93-87972-02-5
6. Social deviations and Social Work. ISBN 978-93-5269-678-9

7. Social work for Older and Sick people. ISBN 978-93-5269-670-3
8. Child Survival Health and social work Intervention. ISBN 978-93-5269-669-7
9. Social Statistics. ISBN 978-93-5269-676-5
10. Fundamentals of Social work and Social welfare. ISBN978-93-92746-61-1
11. Women and social change. ISBN978-93-92746-92-5.
12. Social work and social development. ISBN 978-81-8411-763-9.

Publications:(Papers)

1. Sustainable development & corporate social responsibility- Indian Economic Perspectives:  
ISBN: 81-8871-970-6.
2. Psychosocial effects of natural disaster: low & medium floods: Stress & its management. ISBN:
3. Women empowerment in India: a socio-economic analysis ( Shodhdrishti : an  
international refereed research journal Vol 5 No 1, Jan-March 2014 ) ISSN:0976-6650.
4. Psycho-social support a major factors in health status during reconstruction period post  
disaster (Anukriti: an international refereed research journal. Year 4 No 1, Jan March 2014)  
ISSN:2250-1193.
5. Role of corporate sector & NGO at the time of natural disaster.(Interdisciplinary journal  
of contemporary research: an international refereed research journal. Vol 1 No 3, Aug – Sept  
2014) ISSN:2393-8358.

**International seminars research paper presentation:**

2012

- 1 Post modernization: Globalization an liberation from traditional concern. SV PG College,  
Aligarh (UGC sponsored seminar)
- 2 Sustained development & poverty reduction through globalization : St Bedes college,  
Shimla- (Economic Association )

2013

- 3 Dr BR Ambedkar for socio economic democracy : BR Ambedkar University, Lucknow  
(UGC sponsored)

2014

- 4 IPR & Developmental issues -CCS University campus, Meerut.

2015

- 5 NGO's & reconstruction efforts in disaster affected areas: Low & Medium Floods. -  
INPG college Meerut,

2018

6 Business ideologies among Disaster prone areas. –GautamBudh University, Noida.

2019

7 The corporate initiatives for introduction of newer technology in farmers – KNGD  
Modi Engg College. Modinagar.

### **National seminars research paper presentation:**

- 2012
1. Economic development & naxalism-AS PG college, Lakhota, Bulandshahr (UGC)
  2. Panchayats : A harmonious construct against naxalism-CCS Univ.Meerut(UPHEdu)
  3. Dr BR Ambedkar& economic democracy - DS PG College, Aligarh (UGC)
  4. SardarVhallab Bhai Patel: a great emancipator -DS PG College, Aligarh (UGC)
  5. Capacity building of landless labour through literacy -Govt PG Col. Khair,(UGC)
  6. Sustained development & corporate social responsibility. Dr BS PG College, Gwalior (UGC)
  7. Practical aspects of social justice in India - CCS Univ. Meerut:(MKshodhpeth)
  8. Psychosocial effects of natural disaster low & medium floods - INMPGCollege Meerut (ICSSR)
- 2013
9. Human Rights & Indian women - DAV PG College, Bulandshahr.(UGC)
  10. Human rights & MNERGA in UP - Govt PG College, Khair, Aligarh (UGC)
  11. Harnessing Natural Resources& Sustainable Development CCS Uni.Meerut(UGC)
- 2014
12. Disaster impacting sustained development – NREC College, Khurja (UGC)
- 2015
13. Role of panchayats in disaster hit areas: low & medium floods – JSHPG College, Amroha (ICSSR)
  14. Natural disaster & Human rights – DAV PG College Bulandshahr. (ICSSR)
  15. Situation in Punjab and Jammu & Kashmir due to higher outflow from Pakistan.
- 2016
16. Women’s role in natural disaster recovery – DOE, CCS University Meerut.
  17. Women’s role in 1957 kranti as emancipator – DAV College, Bulandshahr.
- 2017
18. ‘Need of inter disciplinary study’ paper presented at NREC College, Khurja.
- 2018
19. ‘Climate change and flash floods’ paper presented at GDC, Nanauta, Saharanpur.
  20. Education’s important role in mitigation process for Disaster prone areas.-  
National seminar, Kashi ram Sodhpeth, CCS University, Meerut (ICSSR).

### **PERSONAL INFORMATION**

Father’s Name: Col SK Singh (Rtd.)

Date of Birth: September 29, 1971.

Address: 574 Kailashpuri, Railway Road, Bulandshahr (UP) 203001.

## REFERENCES :

1. Dr Yogendra Singh, Professor & Head, Department of Sociology  
CCS University, Meerut.  
Ph: 9412206515. Email: dryogendrasingh2003@gmail.com.
2. Dr A C Mittal, Reader, Department of Economics, DAV PG College,  
Bulandshahr. Ph 9410016174. Email: dr.a.c.mittal@gmail.com.