

<div> <div>Adam Sandler</div> <div> <div>City, State</div> <div>000-000-0000</div> <div>email@email.com</div> </div> </div>		
<div>Summary</div>		
<p>Excellent knowledge of principles, practices, and procedures for planning, budgeting, talent acquisition, training & development, employee relation, retention, employee welfare, management of compensation & benefits, rewards, recognition, organizational development, career & succession planning, optimum resource allocation, and cost control. Extensive experience gained in managing the human resource and driving efforts towards the achievement of organizational and individual goals. Expertise in formulating and benchmarking functional best practices; competency mapping, change management, organization development, employee satisfaction and engagement with demonstrated leadership qualities and organizational skills.</p>		
<div>Work Experience</div>		
<div> <div>Cisco Systems</div> <div>Manager - HR & Recruitment</div> <ul style="list-style-type: none"> Acting as the single point of contact for the clients. Supporting internal clients to achieve their business goals. Planning, developing and implementing a strategy for HR Management and development (including recruitment and selection policy/practices, training and development, succession planning, culture and attitude development, performance appraisal). Helping HR CEOs to deliver state-of-art HR processes. Leading change management projects for internal clients and Human Resources. Designing Robust Succession Pipelines and supporting talent management for an entire organization. Acting as an independent advisor for employees in tough situations. Ensuring timely hiring of key new positions across several departments including VP, SVP, Directors, Managers and, other candidates within a short span of time. Consulting and providing guidance to managers and leaders on multiple people initiatives such as employee on-boarding, movement, career discussions, employee development, employee relations, performance management, diversity, employee salary reviews, managing marginal performers, talent deployment, leadership development, and enhancement of skills. Auditing and authenticate all documents related to legal, salary statements and distribution, policies, etc. </div>	2015-09 - Present	
<div> <div>Accenture</div> <div>Manager - HR</div> <ul style="list-style-type: none"> Served as a Key Member advised Director in the development of the HR processes. Conceptualized & implemented policies for the effective management of available human resources and the development of human capital across the organization. Overall talent management including workforce planning; recruiting; hiring; training and development; performance planning, management, and improvement. Managed the overall provision of Human Resources services, policies, and programs for the entire company. Oversaw employment Statutory Compliance and compliance to regulatory concerns. Demonstrated proficiency in policy development, documentation, and implementation. Oversaw employee induction, safety, welfare, wellness, and health. Analysis of the effectiveness of all human resources efforts. Designed a monthly training calendar, modules & conducted the learning & development programs for filling the skills gap. Managed and control departmental expenditure within agreed budgets. Audited salary statements and distribution, etc. Provided Administrative support to the departments as desired. Managed most aspects of the Human Resources/Personnel functions such as maintaining personnel files, orienting new employees, obtaining and/or completing all personnel-related documents, monitoring staff absences, processing payroll, administering benefits, and monitoring compliance with the local, State labor and, employment laws. Planned for employees performance appraisal; develop tools for appraisal, job evaluation, and development. Developed administrative systems to increase efficiency, including the maintenance of all key files. Designed Standard Operating Procedures for all Departments. </div>	2010-01 - 2015-08	
<div> <div>US Cellular</div> <div>Manager</div> <ul style="list-style-type: none"> Led direct reports as well as cross-functional teams. Maintained reports of 10 executives Set and met performance targets for speed, efficiency, and quality. Planned and managed change. Maintained an up-to-date knowledge of industry developments and involvement in or membership of networks. Monitored random calls to improve quality minimize errors and track operative performance. Coached, motivated, and retained staff; coordinated bonus, reward, and incentive schemes. Executed and evaluated data against the budget figures on a weekly and/or monthly basis. </div>	2008-06 - 2009-12	