

Amit Singh Bedi

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Ingersoll Rand Climate Solutions Private Limited

November 11 – Till Date

Designation: HR Leader (India and SAARC markets), Climate Solutions Business Unit

Job Profile:

Human Resource Business Partner

- HR leader for commercial and plant operations of Climate Solutions
- Partnering with business in formulating AOP (Annual Operating Plan) and LRP (Long Range Planning) along with identification of Strategic Business Priorities.
- Responsible for designing the Organization & Leadership Review basis the inputs from AOP and LRP.
- Supporting the business leadership with succession planning, identifying key roles and building a robust talent pipeline for the business.
- Partnering with business on conceptualization, need analysis, gaps identification, competency building, implementation, roll out and effectiveness measurement of restructuring of sales organization in multiple phase approach. This approach was also adopted for undertaking manpower rationalization initiatives.
- Resolution of employee grievances in collaboration with HR COEs, governance, audit, legal & compliance team.
- Proactively partnering with the COEs (Centre of Excellence) - Talent Acquisition, Compensation & Benefits and Talent & Organization Development for implementing sector specific initiatives.
- Worked closely with EMEIA HR team on launching Salesforce Effectiveness Tool in India – it involves running assessments, identifying competency gaps, conducting development planning and tracking continuously.

Employee Engagement

- Responsible for conceptualizing and executing the employee engagement strategy which is based upon our 3 major enterprise goals – PDI (progressive, diversity and inclusive), Growth in developing economy and Operation Excellence
- Building our action plan for people managers and regular tracking mechanism based on the strategy defined.
- Coaching and mentoring managers on the need and importance of using the performance management system per its desired framework, goal setting, appraisal mechanism and development planning process.
- Proactive action planning with people managers to ensure retention of talent.

Operation Excellence

- Streamlining and harmonizing the policies and procedures keeping in mind the business objective and larger corporate guidelines.
- Job evaluation for all key positions and job grading for all positions in the sector.

Communication

- Synergized the internal communication approach keeping in mind the unique challenges of having a mobile and locationally diverse sales and service force. An integrated approach involving technology and personal approach to achieve the desired objectives was used as highlighted below:
 - STD – The Share, Talk and Discuss initiative launched for new and early hires
 - Weekly business/ functional review
 - Monthly townhall via live meetings
 - Quarterly visits to various locations
- Continuous and frequent communication of policies to the employees via mailers/blogs/emails etc.

Achievements:

- Awarded "Making A Difference Award (MAD Award)" in the category of 'Leadership' by the CS EMEIA Business Leader
- Awarded "Pathbreaker Award" in the category of 'Operation Excellence'
- Successfully managed Greenfield manufacturing plant in Chennai
- Awarded "Rockstar" for developing Online Competency Mapping Tool and Dashboard

Sennheiser Electronics India Private Limited:

October 09 – October 11

Designation: Manager – Human Resource and Legal

Job Profile:

- **Strategic Planning/Change management:** Managed the country HR strategy in line with the organizational strategy.
- **Budget Management:** Prepared, managed and monitored HR budget, undertook analysis of human resource requirements.
- **Talent Acquisition and Management:** Organized talent review and managed the organization talent strategy. Best practices were adopted and adapted in managing the recruitment and placement of talent.
- **Performance Management, Learning and Development:** Provided leadership and coaching to senior management and staff members, enabling the system to better manage performance and ensure a performance oriented culture.
- **Employee Relations:** Monitored management/staff relations; maintained open & continuous dialogue with staff individually.
- **Special Projects:** Piloted the cost management projects for the company in the field of logistics, travel, communication, IT and marketing which helped the company to save 12% cost.
- **Active member of Global HR Projects:** Corporate HR Guidelines, Implementation of new HR department and Employer branding
- **Change Management:** Introduced Human Resource Information System (HRIS) through online HR portal.

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Tecnova India Private Limited:

March 06 – October 09

Designation: Manager – Human Resource

Job Profile: My role had two distinct elements

Internal HR: I was the HRBP for the consulting¹ and KPO vertical (170 employees).

Highlights of Internal HR

- **HR Planning:** Organization (re)structuring, Manpower planning & budgeting, in line with Business growth plan.
- **Business Partner:** Partnered with the Business and functional head to understand and device key employee engagement, retention and productivity initiatives to enable the business to deliver better results
- **Talent Management:** Ensured proactive planning and implementation to fill up key posts.
- **Retention Management:** Ensured retention of staff by using the relevant tools post the talent needs analysis.
- **Employee counseling:** Managed, coached leaders on employee discipline & performance issues, keeping in mind the long-term business objectives, compliance and overall employee satisfaction.
- **Performance management and compensation:** Planned and ensured uniform implementation of the performance assessment process to ensure career development.
- Salary fitment guidelines for new incumbents and salary ranges for existing positions including compensation and bonus decisions across the organization.
- **Training and development:** To facilitate knowledge building and developing self-awareness in employees.
- **Personal administration** including payroll, attendance, leave, exit formalities, etc.
- **CSR:** Conducted blood donation camps, Arranged sessions on “Safety & Driving”, “Global Warming”, “Financial planning” & other topics. Also, played an important role for gathering funds & relief goods for Bihar flood & Famine in North East.
- Reporting to Member – Advisory Board (for first 2 years to Head – HR) and managing a team of 4-5 team members

External HR: Created HR as a revenue generating function which provided HR advisory services to external clients.

Highlights of External HR

HR Advisory:

- Helped international clients to build HR policies & procedure for their Indian start up entity including customizing their international policies as per Indian legal & industry framework
- Handled all HR activities including hiring, induction, joining formalities, personal records, payroll management, exit formalities and includes incubation services
- Special projects: Reputation due diligence of an Indian company on behalf of German client planning for Joint venture, HR assessment of Indian targeted companies on behalf of European client planning for acquisition, Salary benchmarking surveys – one in Aurangabad for packaging company and another in Coimbatore for industrial valves company

Executive Search:

- Undertook end-to-end executive search assignment for our clients (for their Greenfield/start up operations) for Senior/top mandates (Country Head, CFO, Country Sales Head, Plant Head, Functional heads etc.) and project hiring.
- Extensively involved in head-hunting, industry mapping & references.

Achievements:

- Reduced lead time for start-ups by an average of 45 days due to proactive executive hiring (references available on request)
- Introduced the concept of hiring “Women who took break” and “Senior and retired industry experts” thereby expanding the talent pool for organization.
- Successfully contributed towards setting up the KPO division by hiring 40 employees across level in 1 month.

Manpower Services India Private Limited:

November 04 – February 06

Designation: Consultant – BFSI (Banking, Financial Services and Investments)

Job Profile:

- **Client Servicing:** Made regular and well-planned service calls, with an objective to maximize business
- **Recruitment:** Planned the screening, searching & selection processes.

Achievements:

- Started in Non-IT recruitment wing and with the support of Branch Manager, developed banking and insurance vertical.

Corporate Insight:

July 2002 – October 2004

Designation: Consultant Search Practice

Job Profile:

- **Client servicing and Sourcing:** Nurtured business relations and execution of hiring needs of clients
- **Special Project - Organization Re-Structuring:** Was a part of two member team for a leading departmental store chain to identify & propose the Organization Structure for HO and the Units as also the Position Description, Accountability, Reportees, Responsibilities (Key Result Areas), Internal & External Customers for all key positions.

Achievement:

- Was selected and inducted in ICICI Bank mass hiring team and participated in various weekend walk-in events in Delhi NCR.

Academic Profile:

Post Graduate Certificate in Human Resource Management, **Xavier Labour Relations Institute (XLRI), Jamshedpur**, 2007.
Post Graduate Diploma in Human Resource Management, Symbiosis Centre of Distance Learning, 2005.
Post Graduate Diploma in Sales & Marketing Management, Bhartiya Vidya Bhawan, 2003.
Bachelor of Commerce (Honors), SGTB Khalsa College (Delhi University), 2000.