**TARUNPREET SINGH**

Over **6 years of qualitative experience** in Employee Engagement, Employee Relations, Performance Management, and Sales Compensation & HR Analytics

**Profile**

* PGDM – HR from **International Management Institute, New Delhi** - A result driven HR Professional with strong **decision-making** & **analytical ability.** A firm grounding in execution skills, gives me an **eye for detail**, with an ability to identify short-term tactical and long-term strategic objectives.
* Have the ability to assess strategic people issues and set the change agenda. The diverse cross location experience and closely working with the Senior Leadership Team has helped me build deep **influencing and relationship building skills.**

**Academic Qualification**

* **International Management Institute, New Delhi (2006-08) PGDM (HR) 3.29/4.33**
* DAV College, Chandigarh (2000-03) B.Sc. (Comp. Sc.) 62.8%
* Sacred Heart Sr. Sec. School, Ludhiana 2000 Higher Secondary 74.4%
* Sacred Heart Sr. Sec. School, Ludhiana 1998 Secondary Exams 75.6%

#### Secured 93.4 Percentile in CAT

#### Secured 4th position in the PGDM-HR at IMI, New Delhi

#### Won 2nd prize at NEEV’07 (SCMHRD) – Transhumanism – Competency Game (16th Dec’07)

#### First in HCP (History & Culture of Punjab) in Panjab University

**Career Record**

**Nov’03 – Aug’05 with Wipro, Apr’08 – Sep’13 with Kotak Mahindra and Sep’13 – Till Date with Indusind Bank**

***Growth Path:***

*Team Coach – Wipro BPO Nov’03 – Aug’05*

*Manager – Employee Relations – Delhi NCR Apr’08 – Jun’09*

*Manager – Employee Relations – Gujarat Jun’09 – May’10*

*Senior Manager – Employee Relations – Haryana May’10 – Jan’12*

*Deputy Chief Manager – Compensation – Mumbai Head Office Feb’12 – Sep’13*

*AVP - HR – Gurgaon Office, Indusind Bank Sep’13 – Till Date*

**Significant Contributions**

**IndusInd Bank Ltd.**

***As HR Partner*** for the Gurgaon Corporate Office of Consumer Banking division – managing the complete employee life cycle for 150 Middle and Senior Management employees (Total Employees in Consumer Banking: 7700 On-Roll)

* Looking afterend-to-end Recruitment process, employee engagement and employee relations for the Corporate Office
* Implementation of Onboarding and Induction Plan for all new joined employees in the office.
* Conducting exit interviews of voluntary resignations; analyzing trends and recommending solutions
* Conducting HR Audits for Exit Interviews done by the HR Team, Selection and Recruitment Process, Employee Complaints and reviewing disciplinary actions and documentation
* Project plan to track the participation in **yearly performance management process** including all aspects like training managers and associates, communication plan for all employees, reporting progress to all stake holders, encourage timely completion of the process.

**Kotak Mahindra Group – Life Insurance**

***As Compensation Specialist: Team Size: 5. (5000 Employees)*** Lead and Execute **Sales Compensation Agenda** for All India Sales by developing, implementing and administering company’s Variable Compensation Schemes

* Partner with Finance, Sales & Distribution Team and Business leaders, to manage the planning, design, implementation, maintenance and administration of the sales incentive plans.
* Ensuring sales compensation plans help **drive strategic objectives** and **competitive position** in the marketplace.
* Partner with Regional HR teams and support the Sales HR heads in ensuring a performance driven culture.
* Ensure proper documentation and **audit processes** are developed, approved and followed.

***As Employee Relations Manager, Delhi – NCR: Team Size: 2. (650 Employees)***

* Conceptualized and Implemented the “Meet 5” Employee Engagement program for 22 Branches with 650 employees
* Sales Manager Performance Tracking Mechanism – First ever Performance Management System with integrated Buddy system for new joined employees
* Designing & Launching RnR contests for Operations and Admin staff - Shaan-e-FMG, Rising Star of the month.
* Set up a strong separation process to control attrition using effective hand holding and ring fencing the top performers – Voluntary Attrition for Sales staff dropped to 20% from 45%.
* Was Awarded “HR Champion of the Month” for Feb’09 for lowest Annualized Attrition

***As Employee Relations Manager, Gujarat: Team Size: 3. (540 Employees)***

* Transformed the entire Human Resources Office into a smooth and efficient operations
* Developing & Launching R n R Programs time to time for employees of all functions
* Conducting Fun@Work activities, festival celebrations as a tool for effective employee-connect initiative
* Organized first of the kind cricket tournament in the organization – Kotak Premier League
* Was Awarded “HR Champion of the Month” for Jan’10 for launching key employee engagement interventions

***As Employee Relations Manager, Haryana: Team Size: 1. (600 Employees)***

* Instrumental in transforming the entire culture in the region to make it more aligned to the organizational values and the changed external environment
* Developing the Employee Engagement strategy for the organization – Dipstick Survey Planning, Execution and Implementation of the Action Plans
* Employee Relations and Investigation of all discipline related issues - drive statutory compliances and ensure zero non- conformance

**­­­­­­­­­­­­­­­Summer Internship**

**Organization**: ABC Consultants Pvt. Ltd.

**Title :** Digital Recruitment – Technology Strategy

**Objective:** Understanding the online business industry and formulating the technology strategy for the web portals

**Technology / Software Used**

MS Word, MS Excel with PowerPivots, MS PowerPoint

Hands on Experience in SAP, Oracle HRMS, Adrenaline

**(M):** +91 8447758691 **Date of Birth:** 03-Dec-81

**E-mail:** [singh.tarunpreet@gmail.com](mailto:singh.tarunpreet@gmail.com) **Sex:** Male

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