

GAZAL SACHDEVA

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Seeking opportunities in Human Resource Management to utilize my strengths in achieving key deliverables

CAREER ABRIDGEMENT

- ▣ **Masters in Human Resource Management** with **over 7 years** of well rounded experience across a range of HR disciplines
- ▣ Adept at Performance Management, Compensation and Benefits and HR operations including payroll and statutory compliances
- ▣ Experienced in Manpower planning, HR Budgeting, Recruitment and implementation of HR processes and policies
- ▣ Exposure of working in both process driven and unstructured environment and successfully establishing people connect to drive HR objectives

AREAS OF EXPOSURE/ EXPERTISE

HR Business Partner	Compensation & Benefits	Recruitment	Payroll
Performance Management	Employee Engagement	HR Budgeting	Induction and On boarding
HR Audit	HR Operations	Statutory Compliance	HR Policy

ORGANISATIONAL SCAN

Duration	Organization	Role
Sep 2016 – Till Date	Phoenix Global DMCC	Manager – HR
May 2015 – Aug 2016	Software ONE India Pvt. Ltd.	HR Lead
Sept'13 - April 2015	Stitch Overseas Pvt. Ltd.	Assistant Manager -HR
Mar'10 – Sep'13	SC Johnson & MELVO GmbH (MVSC India Pvt. Ltd.)	HR Advisor
July'07 – June'08	Symbiosis Management Consultants	HR- Executive

Current : Key Responsibilities

- ▣ Set up and institutionalized process driven HR function by defining SLAs for HR services and streamlining employee policies
- ▣ Conceptualized and Re designed Employee Handbook and created awareness of HR Policies
- ▣ Analysis and Re design of Executive Compensation for the organization based through market study and benchmarking as per different Levels for Sales and Global service delivery centre business unit. Designed the Expat compensation structure as per statutory compliance requirement
- ▣ Conducted Goal Setting, Mid-term review and Annual Performance Appraisal as part of Performance Appraisal Process
- ▣ Execute the Performance appraisal, Merit Scale Increase and Progression for the Sales and Global service delivery centre employees.
- ▣ Work with key stakeholders for implementation and roll-out of various organizational building initiatives in their respective teams. Conducted One-on-Ones with top talent and formed action plan in consultation with sales leadership and tracked it month on month.
- ▣ Prepared Annual Manpower and HR Budget in consultation with HR Director and Sales Leaders and presented to Finance.
- ▣ HR Advisor/Support for HR operations team and recruitment team and supporting them in handling the employee life cycle of an employee.
- ▣ Implement Fun at Workplace and other employee engagement activities which also include Reward & Recognition Strategies. Coaching and Counseling of employees during HR connect sessions.
- ▣ HR Analytics: HR Monthly Dashboard focusing on hiring and attrition analysis and discussion on the retention strategies with business leaders.
- ▣ Created and maintained an updated database/personal file of employee for payroll, HR Audit (Internal and External) and and other purposes on success factors.
- ▣ SPOC for Employee Benefits Policies which includes Insurance, Local and Global HR Policies for employee development
- ▣ SPOC for Addressing employee grievances and resolving queries related to interpretation of policy and compensation related queries.
- ▣ Ensuring complete statutory compliance through the empanelled vendor.

Responsibilities in former companies :

- ▣ HR Operations - Handling centralized HR Operations of Sales and Non Sales employees. End to end HR process handling of Sales and Non Sales policies, performance management, operations and Strategic Initiatives across all levels
- ▣ Performance Management System (PMS) – Leading the PMS for the employees. Facilitation of performance review, appraisal, objective setting and review. Review Key Performance Indicators (KPI), Service Level Agreements (SLA) for the employees.
- ▣ Policy Designing – Designed HR manual, policy & procedures. Implementation of HR policies and ensuring all company policies and procedures are up to date in line with employment laws.
- ▣ Manpower Planning - Preparation of Manpower/HR Budget as per organization business plan and functioning as Human resource business partner to ensure alignment of business objectives with Human resource.
- ▣ Recruitment & Resourcing- Responsible for entire employee life cycle management i.e. Talent Acquisition, Talent Management and Talent Development for all employees. Handled RICE (Recruitment Induction Confirmation and Exit) process. Handled end-to-end recruitment for front line. Middle management and leadership positions.
- ▣ HR Reports - Preparing Headcount, MIS and various HR reports to be circulated across to various stakeholders along with attendance trends, attrition, disciplinary issues.

- ☐ Training & Development - Identification and Analysis of Training and Development Needs across the organization for all employees. Organize and co-ordinate both internal and external training programs which includes behavioral, managerial, technical and skills based trainings.
- ☐ Statutory compliance - Managing all Statutory Compliance consisting of PF, ESI, Workmen Compensation, Payment of Wages, Minimum Wages, Maternity Benefits etc. (Pertaining to Fresh Licensing & Its Renewal, Notices & labor Audits, Monthly, Quarterly & Annual Returns and other applicable compliances through empanelled vendor.
- ☐ Employee Engagement - Conceptualization, planning and implementation of employee engagement activities and retention strategies.

ACADEMICS

2010: Masters in Business Administration specializing in HR from Amity Business School, Amity University , Noida (Full time program)

2007: Diploma in **Personnel Management and Labour laws** from Panjab University, Chandigarh

2006: Bachelor in Computer Applications from Panjab University, Chandigarh

EXTRA CURRICULAR

- ☐ Selected as the “Management Representative and Internal Auditor” for ISO Certification and Audit process for the company, Auditee for the ISO systems and processes for all departments at Stitch Overseas.
- ☐ Organised various Web based trainings “Sales- Technical Sessions” from NT Tool Corporation, Jimmore, Lehmann and Brother International.
- ☐ Organised Instructor led training on “German–India Cross- Cultural Management Training” by renowned trainer Dr. Sujata Banerjee, Eidam & partner, Germany
- ☐ Organised Myers Briggs Type Indicators (MBTI) training Workshop for Personality development by certified trainer Dr. Rohit Kumar and co-founder of Family Vision.
- ☐ Recognized for various HR initiatives and was awarded **“Rookie of the year -2010”** and **“Going above and beyond-2015 ” awards.**
- ☐ Member of CSR team and developed the CSR plan for organizing the technology support to *‘Kiran Village’ Varanasi*, a social initiative at SoftwareOne India

PERSONAL

Date of Birth: 08th March 1986

Martial Status: Married

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