

JUREE GOGOI

PROFESSIONAL SUMMARY

More than 11 years of experience across various HR aspects such as Talent Management, Building Organisational Capability & Development, Operations Management, Recruitment, Employee Engagement and Retention.

WORK EXPERIENCE

Apr 2015 – Till Date

Clairvortex Knowledge Processes Pvt. Ltd

Gurgaon

Manager - Human Resources

Key Responsibilities:

- Handling talent acquisition, compensation & benefits, learning & development, HR operations and performance management
- Counselling and mentoring managers and employees to drive appropriate resolution of employee relations issues in line with policies, company philosophy and employment law. Facilitate discussions between individual and / or groups to resolve conflict
- Helping shape and deliver compensation strategies ensuring competitive pay and effective use of incentives
- Managing the appraisal process and implement the reward and recognition program to ensure a performance driven culture
- Providing inputs and direction with regards to recruiting strategy, manpower planning and ensure optimal utilization & coordination of efforts and execution against the business staffing needs to attract world class talent
- Managing campus program for engineering graduates
- Collaborating with the management to create HR policies and procedures
- Enhance trust in HR by regular SKIP sessions and reverting to employees with closure.
- Conduct and Analyse ESAT Survey results and action planning to resolve pain-points through implementation of fair R&R, planned team building exercises and one-to-one feedback
- Using the Early Warning system to identify possible attrition cases to ensure their retention.
- Representing the HR team and liaising with auditors (Internal, External) to provide data, explain processes, provide instances and ensuring any reasonable recommendation is implemented.

- Manage the entire HR Operations function to ensure compliance is maintained around employee files, documentation, induction process, third party back ground verification, payroll processing and exit process.

Apr 2008 – Apr 2015

Max Life Insurance Co. Ltd.

Gurgaon

Deputy Manager - Human Resources, Apr 2013 till Apr 2015

Leading the employee On-boarding, Benefits enrollment and Probation confirmation process for PAN India offices

Key Responsibilities:

- Lead a team of 2 talented HR professionals
- **Oversee end-to-end new employee set-up.** My team was responsible for issuing employee codes, ensure employee set up on the system, complete employee profile on user application and maintain employee files. Co-ordinate with HR Business Partners for all necessary processing. Maintain payroll inputs such as joining / deferred bonus / notice period buyout and ensure timely payout is done to the employee.
- **Maintain and manage employee benefits programs.** Recommending benefit programs to management after studying employee benefit needs and trends; directing the processing of benefit claims; obtaining and evaluating benefit contract bids. Designing and conducting educational programs on benefit programs.
- **Ensure all confirmation / probation extension cases are uploaded timely on the system.**
- **Monitor employee movement's i.e internal transfers.** Ensure all movements are updated on the system and provide timely inputs to payroll team towards relocation allowance.
- **All gratuity cases to be processed at the time of exit.** Direct processing and dispatch of gratuity amount to the respective employees.
- Ensure that the employee handbook is comprehensive and up-to-date.
- **Employee communication.** Roll out monthly teasers on HR Operations policies and procedures. Use all means to communication i.e. desktop wall paper, mailer, HR System Home Page and HR Business Partners. The communication covered change in processes as well as process refresher.
- **Represent HR Operations team in the Monthly Onboarding Session (Bandhan).** Take the batch of new joiners through the entire workings of HR Operations.

Assistant Manager - Human Resources, Apr 2009 to Mar 2013

Job profile included interfacing with Management and Office Heads for implementing HR policies & procedures in line with core organizational objectives. Providing support to Office Heads and Business Leaders of employee base of over 200+ employees.

Key Responsibilities:

- **Client Partnering** – To interact and communicate with business leaders regularly, with a view to partner for various HR requirements and to keep them continually apprised on action status for various HR programs; To anticipate business requirement and formulate HR strategies around the same.
- **Engagement role / business HR** – Engaging with employees of my business unit right from on-boarding till exit. Designed and implemented fun at work initiatives. Coordinating Employee welfare drives & committee meetings. Responsible for Manpower Planning, Role Mapping and Succession Planning, On boarding & induction, maintaining employee files, one on one sessions, grievances handling, floor celebrations, 360 degree feedback, HR communication, all hands meet, town halls, rewards & recognition & exit interviews.

Executive - Human Resources, Apr 2008 to Mar 2009

Manage complete recruitment life-cycle for sourcing the best talent from diverse sources for manpower requirements for 32 offices across UP(C&E). Overseeing induction/ orientation as well as implementing induction; **handling UP(C&E) recruitment across all bands for all 32 offices** by effective use of various sourcing strategies, thereby **ensuring cost effectiveness and business profits**. To ensure timely closure of all vacancies & adhering to the compliance parameters.

May 2006 – Mar 2008

Sahar India Pariwar

Gurgaon

Executive - Human Resources

Key Responsibilities:

- **Recruitment:** Hiring of sales managers for Sahara Housing Corporation Ltd. Conducting walk-in at consultant's premises; Conducting walk-ins' at the office premises; Ensuring maximum hire-to-join ratio; Ensuring complete documentation for the joiners; End to End. **Designed the interview assessment sheet.**
- **Vendor management:** Bringing in new consultants on board; Explaining them the profiles and requirements; Training the vendors about the required profiles; Conducting walk-in at consultant's premises; Providing feedback to the consultants about the profile
- **Data management:** Maintaining MIS for total hiring; Handling attrition & retention of the hired candidates; Adhering to timelines of starting a batch; Analysis of yield percentage
- **Was a part of the in-house training team.** Organised and conducted training on Soft skills, Body Language and Grooming standards.

EDUCATION

- Post Graduate Diploma in Business Administration (Human Resources) from **Balaji Institute of Modern Management, Pune.** (2006), 67% – Formerly known as Indian Institute of Modern Management.
- B. Com. Hons. from **St. Anthony's College, NEHU, Shillong,** 69%. (2003)
- Higher Secondary (10+2); CBSE from **Army School Shillong,** 84% (2000)
- Secondary (10th Std.); CBSE, Delhi from **Army School Shillong,** 73% (1998)

ACCOLADES

- Awarded “The Conquistador” for Corporate Functions in 2016 at Clairvortex Knowledge Processes Pvt. Ltd.
- Have received the “Best Team Player Award” in Max Life Insurance HR Confluence (2012).
- Have been recognized as “Fire Starter” in North Zone HR meet of Max Life Insurance (2011).
- Received 02 “Star on the Month Award” and 04 “You are a winner” at Max Life Insurance
- Secured 1st Rank in Higher Secondary examination.

PERSONAL DETAILS

Date of Birth: 5th August 1982

Gender: Female

Marital status: Married

Juree Gogoi