**Sourav**

**Mobile: +91 - 8368616722**

**saur435@gmail.com**

**Enthusiastic, Proactive, Team Player, Quick Learner, Results-Oriented HR Professional**

**PROFICIENCY FORTE**

* Enthusiastic professional with **9+ years of experience in various HR functions – Compensation and Benefits, Compensation Benchmarking, Process Automation & Implementation, HR Analytics, Shared Services, Payroll, Performance Management.**
* Experience in managing modern HR Systems with swiftness in maintaining harmonious relations among management and employees.
* Highly proactive and self-motivated with innovative and cost effective ideas and concepts for improving efficiency.
* Energetic personnel known for ability to envision and create successful outcomes in complex environment.
* Exposure in centralizing/integrating the HR processes for effective & efficient outputs with better controls.

**Qualification**

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| **Course** | **University** | **Year of Passing** |
| PGDM | Approved by:AICTE | 2008 |
| B-Com | Kurukshetra University | 2006 |

**EMPLOYMENT CHRONICLE**

**Confidential: Aug'2016 Onwards**

**Manager - C&B**

* Compensation Benchmarking & Revisions
* Annual HR Budgeting
* Performance Linked Payout
* HR Process Automation

**Toshiba Group: Jan’2014 – Jul’2016**

**Assistant Manager – HR**

Associated with an independent growth platform, which operates in 30 countries across five continents, and employs 5,200 people with the sole mission of helping the world manage energy better. In India, with two factories, and global design center, we are shaping the Advanced Metering Infrastructure market.

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| --- | --- | --- |
| **Key Deliverables** |  | **Initiatives Taken** |
| Currently handling |  | * Design and establishing HRSSC Model - Part of Core team for implementing HR Shared Service Model across PAN India. * HR Operational Process Automation Project – part of the core HR team for developing the in house HRIS automated tool for HR records and HR process automation. * Developed & implemented 360 degree Exit Management Process for better process adherence. * Paradigm shift in Compensation - Initiated Internal Compensation Equity. * Centralization of Offer Release process, SPOC for all offered candidates. * Part of the core taskforce while setting up the HR Help Desk on   PF withdrawal/transfer, policy awareness sessions and other HR activities.   * Designed and developed Welcome Kit and employee handbook for newly boarded employees. |
| * Compensation & Benefits, * HR Analytics, * Compensation Benchmarking, * Payroll Processing, * Leave/Attendance Management, * Policies & Procedures, * Performance Management, * HR Analytics, * Competency Mapping, * Training & Development, * HR Process Automation and Improvisation, * HR MIS |  |

* **Compensation & Benefits -** Handling C&B India program, determining the payout for the annual variable salary, Flexi basket options for tax saving.
* **HR Analytics -** Attrition analytics, New Joiners, Workforce Demographic Analysis, Monthly HR Dashboards, Organization Charts, and Movement Matrix.
* **Compensation Benchmarking -** Carried out both internal and market salary benchmarking exercise for all the positions, segregated them in to job families, developed career levels framework and derive the salary range for each unique role. Responsible for suggesting appropriate salary grade placement and adjustments consistent with objectives regarding internal equity and external competitiveness.
* **Payroll Processing –** Responsible for handling monthly payroll of all employees (regular & contractual) in the organization.
* **Leave/Attendance Management –** Managing the Leave records of all the employees and annual leave reconciliation and encashment process.
* **Policies & Procedures -** Actively involved in redefining HR processes and policies.
* **HR Process Automation and Improvisation –** Re-engineering HR Processes, ascertaining scope of improvisation and fixing them. The focus is on Automating, Integrating & Centralizing HR Processes.
* **HR MIS –** Implementation of organizational structure changes in the system and managing the records of all the employees across locations.
* **Employee Welfare** – Corporate Health insurance Policy, Corporate accidental insurance policy.
* **Exit Management –** Full and final settlement process, exit interviews, employment checks.

**Achievements:**

* Awarded as **“GEM”** in Jan-2015 at current organization.

**R Systems, Noida (PCMM Level 5 Company): May 2008 – December 2013**

**Assistant Manager - HR**

**R Systems** founded in 1993, is a specialized IT Services & Solutions and IT-enabled Services provider catering to a wide range of global customers. We are endowed with some of the industry’s highest quality certifications and standards, including CMMI Level 5, PCMM Level 5, ISO 27001:2005 and ISO 9001:2008. Our IT services and solutions span five major verticals which include Telecom & Digital Media, Banking & Finance, HealthCare, Manufacturing & Logistics, and Government Services.

Currently, it operates from 11 development and service centers spread across Asia Pacific, Europe, and North America. We serve customers worldwide using our global delivery model and 2500+ expert resources.

**Key Deliverables:**

* **Joining & Induction:**
* Supervise completion of the new hires joining formalities.
* Lead pre and post induction activities
* Devise new hires induction schedules
* Design & conduct of induction training
* Introduction to the Policies & Culture of the Organization
* Information about key person in the organization
* Familiarizing the new joiner with HR Policies, Rules, Regulation
* **Performance Management System:**

- Initiation of KRA's for every employee in organization based on the role.

- Initiation of confirmation appraisal forms and executes the employee confirmations

as per the stipulated period.

- Initiating the Annual Performance Appraisal forms of the existing employees.

- Ensuring timely delivery of Appraisal letters / Confirmation letters.

* **Payroll Management:**
* Processing payroll of all employees in the organization.
* Full and final settlement of employees.
* Attendance recording of employees.
* **Management Information Systems (MIS):**
* Putting up various MIS according to the requirement of management.
* **Training & Development:**   
  - Monthly training plan & budget.

- Training Calendar & Training MIS.  
- Internal/ external trainer’s database  
- Handling the Career Development Programme for high potential employees.

- Coordinate internal and external training programs and workshops.

- Training Feedback Analysis and Training Effectiveness Analysis.

* **Rewards & Recognition:**  
   - Responsible for Reward & Recognition process viz Technical Service Awards, Best

**-** Trainer, Best Buddy, Best Mentor, Spot Awards and Innovate n Accelerate awards.

* **Employee Relations and Communication:**  
   - Organizing team skip level meetings with their corresponding business/account head.

**-** Employee Engagement activities- Idea Meet, festive and birthday celebrations.

* **Other Transactional HR Activities:**
* Employee Satisfaction Survey: developed, administered, analyzed.
* Employee communication: Open House, focused group discussions.
* Responsible for maintaining organization wide medical insurance details.
* Responsible for annual renewal of the EDLI policy and process the claim application incase required.
* Responsible for maintaining Group Accidental Insurance Policy on monthly basis.
* Maintaining Employee Database Accuracy, Headcount Reports and handling MIS data for all employees.
* Preparing various MIS reports required by Presales team for any prospective lead.
* Responsible for providing inputs for payroll processing for new joiners commitments like early joining bonus, referral bonus, notice period buyout.
* Preparation of Offer Letters, Appointment Letters, relieving letters, Experience letters.
* Actively involved in organizing various Fun at work activities.

**Achievements:**

* Awarded with “Employee of the Year-2011” at R Systems.

**Key Strengths:**

* Commitment and dedication towards the job assigned.
* An Analytical mind with the ability to think clearly & logically.
* Ability to work accurately & pay attention to details.
* Always try to build good employee relationships.
* Eager to learn and implement new concepts, practices.
* Willingness to learn quickly in a fast paced competitive environment.
* Well Versed with Ms Word, Ms Excel, PowerPoint and Office & Internet.
* Committed towards the responsibilities, Eager to learn.

**TRAININGS/WORKSHOPS UNDERGONE**

* Workshop on Balance Scorecard conducted by NHRD.
* Training on PCMM Level 5 conducted by KPMG.
* Workshop on HR Business Partner conducted by SHRM.

**PERSONAL DETAILS**

Date of birth : July 17, 1985.

Gender : Male.

Marital Status : Married.