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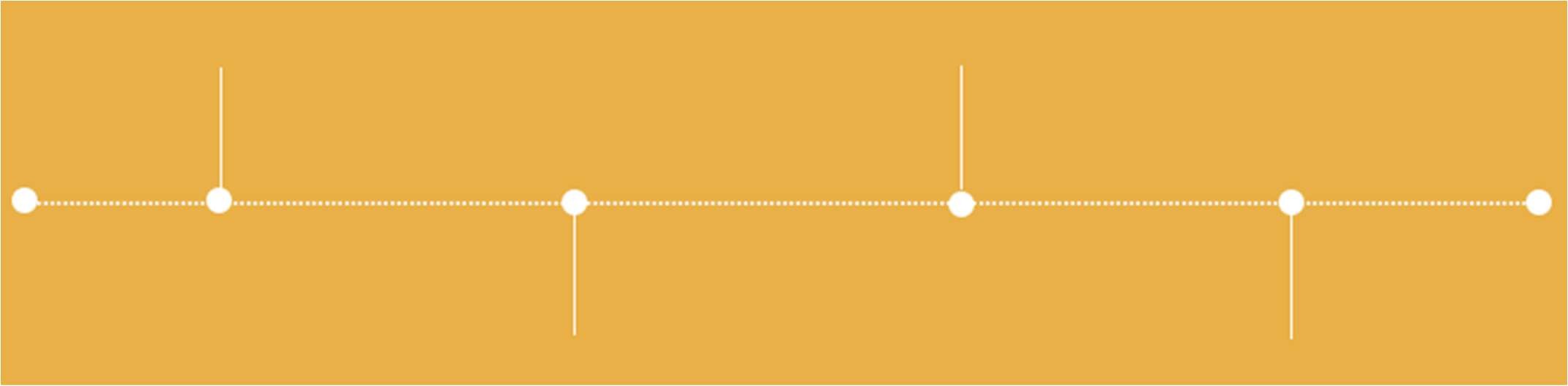
**NILESH N. SUTAR**

**SENIOR LEVEL PROFESSIONAL ~ ASSISTANT MANAGER ~HR SHARED SERVICES~**

Accomplished HR professional with a robust background in **HR Shared Services**.

Seeking careerenriching opportunities to leverage expertise in HRMS IT Services, HRMS Implementation,Employee Experience Enhancement and Service Delivery Optimization.

**Career Timeline**



**Key Impact Areas**

HRIS Management HR Shared Services Continuous Process Improvement SLA/TAT/CSAT Management HR Analytics Performance Management

Workforce Administration MIS Reporting

Escalation Management Client Servicing

Stakeholder Management Team-based Reporting

**Executive Profile**

**Soft Skills**



**Innovator**

**Collaborator**

**Communicator**

**Problem Solver**



 **Accomplished and Results-driven HR Professional**, **with 14+ years** of experience in the field of HR IT Services, end-to-end HRMS Implementation (Maintenance, Payroll, Leave, Attendance) with strong Team Management Credentials

 **Team Leadership:** spearheaded a high empowered team of 6+ Professionals for implementing the Human Resources Management System (HRMS) to streamline HR processes, manage employee data, and improve data accuracy

 **Excels in developing and streamlining HR processes**, enhancing operational effectiveness through transformation, automation and improvement initiatives

 **Essayed a success story by successfully** implemented theAdrenaline Max on the cloud, Adrenalin Max Mobile App, Performance Management System, Leave Management System and others

 **Proficient in driving change management** for bringing effective people management advantage to the business

 **Rich exposure in designing** compensation & benefits, performance management, training& development framework to support the business and achieve ambitious growth plan

 **Demonstrated expertise in creating and using VBA (Visual Basic for Applications) macros** to automate repetitive tasks and enhance Excel functionality

 **Experience in utilizing HR analytics** to identify trends and make data-driven decisions

 **Key People Leader**, who has successfully led and motivated team towards growth and success in the organization; created a clear & compelling view of future through coaching and execution

**Professional Experience**

**July 2023 - Present: Assistant Manager – HR Tech HDFC BANK LTD., Mumbai**

# Key Result Areas:

 Heading the entire testing team for end-to-end testing of the product.  Managing Multiple technical projects of HR Dept.

 Reconciliation with Vendor and internal HR team

 Maintaining Jira application ticketing system

 Understanding business requirements and coordinating with vendor team to meet the deliverables.  Responsible for various Monthly MIS reports for Senior Management

**Sep 2009 – July 2023: Assistant Manager – HR HDFC LTD., Mumbai**

# Recognized with an award for significant contribution in managing mergers between HDFC Ltd. and HDFC Bank Ltd.

**Key Result Areas:**

 Heading the entire testing and delivery team for end-to-end testing and delivery of the product.  Commended for successfully implementing the latest version of Adrenaline Max on the cloud

 Design and developed Automated Staff Housing Loan & Personal modules using macros for HDFC LTD  Proactively leading the implementation of the Adrenalin Max Mobile App for HDFC LTD.

 Lead daily standups with project teams and attended meetings with senior leadership and client stakeholders to review project status updates and milestones.

 Point of contact for stakeholders and vendors throughout the project lifecycle.

 Steering efforts towards maintaining a comprehensive employee database covering all regions of India.  Hands-on excellence in working on Excels to manage various complex HR tasks

 Entrusting with the responsibilities of managing new employee joining formalities  Providing solutions for technical queries pertaining to the Adrenalin System

 Generating various MIS reports including Attendance Analysis and Increment Reports

 Introducing an automation culture by successfully automating the Forms and Modules using Excel macros

 Effectuating the performance management system; managing confirmation / annual performance appraisal process across the levels linked to reward management and career growth

 Contributing as an Excel Expert; imparting excel training to the employees in order to enhance their skill quotient  Demonstrating excellence in managing HRMS maintenance and inputs of essential payroll data

 Maintaining accurate records of employee attendance; administering the process of requesting and approving leaves  Showcasing excellence in effectively managing the Employee Provident Fund (EPF) nomination process

 Working on the Employee PF modules within the HRMS system

 Gathering, analyzing, and interpreting HR data to drive data-driven decision-making.

 Administering the organization's leave management system; implementing comprehensive leave policies & procedures in compliance with company guidelines

 Extending support towards various other HR department activities and functions  Addressing and resolving the employee queries related to attendance

 Calculating the leave balances and uploading data to the Adrenalin system

**Previous Experience**

**Dec 2007 – Feb 2009: Back Office Associate Syntel Global Pvt. Ltd.**

**2 Years:Hardware Engineer Excellent Computers**

**1 Year: Electronics Mechanic Engineer Aplab Ltd.**

**Education & Credentials**

**PGDM in Human Resource Management** from Welingkar Institute

**TYBCOM** from YCMOU

**3 Years ITI Course in Electronics Mechanics**

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| Personal Details |  |
| **Date of Birth:** | 12th February 1988 |
| **Languages Known:** | English, Hindi and Marathi |
| **Permanent Address:** | A 702, Om Shiv Aanand Soc.,M. Phule Road, Garibacha Wada,Dombivali West- 421202 |