

SHRUTI SAXENA

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SUMMARY

Human Resources Professional with experience 10+yrs in various Sectors like Energy Automobile, Insurance, Pulp & Fibre & Information Technology. Lead HR ,Corporate HR Business Partner, Employee Relations, Attrition Management, Retention Techniques, Compensations and Benefits, Recruitment, Rewards and Recognition, Internal Job Postings for Unit, Disciplinary Issue Handling, Employee Engagement, Internal Communication, Lead Diversity & Inclusion , PerformanceManagement.

The Business Partner HR role also knows as the Unit or Line HR function works closely with Business Leaders of unit and develops HR Strategy's for the unit. They are the first and single point of contact for any unit level issues. This function is directly involved in helping business grow and get money for the business.

Having worked in India, Africa and Europe, I strive building culture, which drives accountability and performance. As a technology driven person my thoughts and practices keep me driving working in disruptive business environment and actively work on changing socio-economic interactions.

Qualification

- B.Com., Kanpur University – 2000.
- M.com, Kanpur University -2002.
- MBA in HR & Operations Management from NIBM Chennai – 2009.
- Pursuing HR Certification from IIM- Bangalore in Strategic Management & organization Design & Behaviour.

Career Details

Organisation: Atos Syntel.

Title: Employee Relationship Manager.

Duration: September 2019 - till date.

Joined as Business Unit ERM.

- ❖ Currently associated as an HRBP with one of our largest vertical Banking & Financials business, with an employee span of **600+** employees spread across countries.
- ❖ Project Lead for implementing & driving change management in our business vertical. Major responsibility is to draw communication plans, implementation tracking, progress in business while comparing with the organization success etc.
- ❖ At the corporate level, managing leadership fulfilment in Europe regions for our high growth & high revenue perimeter accounts in Europe.
- ❖ In lieu of integration, worked on company policies, suggested changes to be implemented & prepared FAQs for our new set of work force.
- ❖ Keep a track of demand fulfilment of employees in the business & manage attrition from the business. Ensure smooth exit of an employee if attrited & seek for retention.
- ❖ Accountable for the development, staffing , employee-relations , compensation , benefits, HR services, Induction ,learning & development of varied business groups.
- ❖ Project Lead for performance appraisal cycle, to lead communication plans, coverage , completion of Year End documents by employees, timely fulfilment of increment files etc for our business.
- ❖ Work with business to construct a leadership pipeline through implementation of Individual Development Plan (IDP) for next-line leaders (conducted assessment centres that eventually culminate into IDPs).
- ❖ Revamped R&R structured program, contributed in a corporate project "Culture & Retention".
- ❖ GPTW employee engagement surveys conducted every quarter to have an action items in place in terms of its parameters where we scored low accordingly prepare action plans and timely review with Business.
- ❖ Keep a track of employee development through Learning & Development involvement with the business.
- ❖ Establish employee connect to aid Talent retention, query handling and drive initiatives to aid businesses.
- ❖ Organize Employee Engagement programs for Mumbai locations, including Corporate Social Responsibility and Wellness Organization level initiatives.

Organisation: Tech Mahindra Ltd.

Title: Regional HR Partner (Belgium, Netherlands & Luxemburg- Benelux Region)

Duration: August 2016 - till date.

Significant Highlights:

- ❖ Leading Belgium, Netherlands and Luxembourg Strategic Human Resource regional support.
- ❖ Leading HR processes (e.g., resource optimization, compensation and benefit framework, local policy framework, legal, compliance, engagement, employee communication) as per Belgian ,Dutch and Luxembourg labor laws.
- ❖ Connect and liaise with Immigration and local statutory bodies for Expat mobility and local statutory compliance.
- ❖ Offering thought-leadership regarding organizational change and execution.
- ❖ Providing insightful data analysis of key people metrics to guide decision-making and provide proactive solutions creating and implementing sustainable robust talent management strategy for the business.
- ❖ Driving people management excellence using communications, coaching and organizational design and partnering with other HRBPs and central functions to execute these programs and other projects when needed.
- ❖ Developing people strategies and designing approaches for diagnosing and enhancing organizational effectiveness and employee satisfaction.
- ❖ Aligning recruitment, organizational Design, performance management, Rewards and other HR workforce strategies in driving European business strategy.
- ❖ Driving values, vision and cultural transformation through strengthened leadership and by building inclusiveness.
- ❖ Leading cultural engagement and diversity group for BENELUX region
- ❖ Proactively work to address employee relations issues through strategic management interaction
- ❖ Driving key initiatives within HR by leading HR projects to build capability within local HR teams.

Achievements:

- ❖ **Received award Pat on Back March'19:** Management has recognised Ability to stay professional, diplomatic and patient, despite the challenging conditions to provide the best HR services to our associates @ on site.
- ❖ **Received Award Bravo March'19 :** To conduct employee engagement activities at onsite location all across region.
- ❖ Significant contribution to launch 3 Automation projects (Payroll, Overtime, Leave Management System).
- ❖ Reinitiated and introduced various Employee Engagement Activities.
- ❖ Significant contribution in CSR Initiatives in Region.
- ❖ Independently handled all Role redundancy cases at Onsite with work council in Belgium.
- ❖ Zero Non-conformance cases in Audits.
- ❖ Zero pending point from Work Council.

Organization: Tech Mahindra Ltd.

Title: Business HR Partner– (India, Africa & EUROPE) 1500 Associates (Offshore and Onsite) across assigned IBU's.

Duration: Sept 2014 to July 2016.

Responsible for the end-to-end Employee life cycle management of over 1500 employees in the telecom domain of Tech Mahindra.

❖ **Business Partnering**

Working closely with the Leadership for running multiple initiatives to assess and control manpower as per Business requirements.

- Acting as the primary point of contact for multiple locations in the Africa, Europe and India

- Ensuring HR Strategies are aligned with the Business objectives by collaborating with key stakeholders to proactively identify areas where HR can add value.

❖ **Associate Lifecycle Management:**

Internal Communications, Floor Support, Grievance Management, Performance Appraisals and Promotions, Rewards & Recognitions, Employee Retention.

❖ **Employee Engagement Programs:**

Implementing the MCARES program (Career, Alignment, Recognition, Empowerment & strive), aimed at improving the associate engagement levels at the workplace.

Achievements:

- ❖ **Received Pat on Back award:** for bringing a positive change on the Business floors in a very short time Built a very good connect with the leaders in the group and created a very good presence among associates.
- ❖ **Received Pat on Back award** for outstanding performance and exhibiting high commitment towards improving HR operations.

- ❖ **Received Best Team award:** For showing the indomitable team spirit and excelling as a team.
- ❖ **Received Pat on Back award:** for positively contributing with an ever readiness to handle people asks & responsive, balanced and handles associate issues with sensitivity.
- ❖ Role Elevation from Business HR Partner to Cluster HR Partner within 13 months.
- ❖ Smooth Exit process.
- ❖ Initiated and successfully driven ESAT Survey across all locations.
- ❖ Assisted the HR Head in for all organizational level initiatives.
- ❖ Savings on resource allocations by reskilling and appropriate allocation within cluster for 2 consecutive years.
- ❖ Joined as an Associate Manager – HR and got role promotion twice in 3 yrs. of joining, i.e. promoted to BHR for Cluster and eventually Regional HR Benelux Region.

Organization: VPCL- ESSAR POWER (Subsidiary unit of Essar Oil & Gas)

Title: Deputy Manager – Human Resources at Jamnagar Refinery Site.

Duration: June 2011 to Dec 2012.

- ❖ Employee Relations.
- ❖ Payroll.
- ❖ R&R & Fun activities.
- ❖ Onboarding orientation program (GET's/DET's & Laterals).
- ❖ Statutory Compliances.
- ❖ Statutory & Internal Audits.
- ❖ Employee Benefits.
- ❖ Employee Exit formalities.
- ❖ HR Database Management.
- ❖ Oversee Time & Attendance done by HR Executive.
- ❖ Stock Management for Jamnagar Facility.
- ❖ Oversee Induction & Joining Formalities done by HR Executive.
- ❖ Oversee PF & Statutory compliances done by HR Executive.
- ❖ Working with Sr. VP, HR in:
 - Managing H.R. activities for the entire VPCL.
 - Performance Management.
 - GET's DET's confirmation process.
 - Planning for external and internal Trainings for leadership.
 - Succession Planning & Leadership Development.
 - HR Policies implementation.

Achievements:

- ❖ Designed and successfully implemented Balance Score Card Performance Management System for the entire VPCL with the help of Sr. V.P. – H.R.
- ❖ Awarded Train the Trainer program conducted by Success factor.
- ❖ Started managing HR audit (Internal & Statutory) procedures within 2 months of joining.
- ❖ Streamlined internal reports and data management.
- ❖ Setup a 13 weeks On job training program for GET's & DET's.
- ❖ Changed and streamlined vendor management.

Organization: Birla Cellulosic- Aditya Birla Group.

Title: Officer HRD

Duration: April 2010 to June 2011.

- ❖ On boarding & Induction.
- ❖ HR MIS & Data Management.
- ❖ Talent Acquisition- Taken care for hiring of Technology:
Test/Field Operations/Production/Industrial/Quality/Logistics/Sourcing/Purchase/6SigmaBlack Belt: Engineers, Managers.
- ❖ HR Operations.

Organization: Max New York Life Insurance Co, Ltd.

Title: Manager Agency Recruitment.

Duration: Oct 2008 to July 2009.

- ❖ Talent Acquisition- Hiring both for campus & Lateral position.
- ❖ Taken care for hiring of Sales professionals for entire Eastern Delhi branches, Campus Internship recruitment.

Organization: Injectoplast Pvt. Ltd. – Lohia Starling Group Company.

Title: Officer HRD.

Duration: April 2006 to May 2007.

- ❖ Coordinating recruitment for Fresher & Laterals.
- ❖ HR MIS & Data Management.[
- ❖ Coordinating Trainings Technical & Behavioral (External & Internal).

PROFESSIONAL SKILLS ACQUIRED OVER THE YEARS

- ❖ Talent Acquisition through various sources and platform
- ❖ Performance Management
- ❖ Process Improvement & implementation
- ❖ Employee Engagements
- ❖ HRIS and HR Analytics
- ❖ Statutory Compliance
- ❖ Payroll, Compensation and Benefits
- ❖ Implementation of Best practices & HR Initiatives
- ❖ Problem Solving and Decision Making Skills
- ❖ Conflict Management
- ❖ Strategic approach
- ❖ Engaged Team player

PERSONAL DOSSIER

Date of Birth	05.02.1981	Nationality	Indian
Passport No.	J3571953	Languages known	Hindi, English.

I hereby declare that all the information provided by me in this application is factual and correct to the best of my knowledge and belief.

(Shruti Saxena)