

## **AMRITA**

### **Human Resource Business Partner**

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***Willing to associate with a progressive organization as a senior HR Business Partner that gives scope to update the knowledge and skills in accordance with the industry trends.***

Passionate professional with approx. 10+ years' experience as a Generalist associates as a strategic Human Resource Business Partner in supporting of core HR experiences, thrives for building, creating and engaging places to work in an HR framework. That not only for creating a conducive work culture but also building workforce to drives Organizations' vision. Over the years, nurtured the Organisation by HR Structure, Policy, Process, Developing Strategies, Leadership and Organizational Development through **DMAIC (Define, Measure, Analyze, Improve and Control)**. Adept for Complete Employee Life Cycle including **HR Optimization & Audit, Talent Management & Retention, Performance Management, Training & Development, Employee Engagement, HRIS, Dash Board & HR Analytics**. Have extensive exposure as **HR Business Partner & HR Operation. Lead the core committee for PCMM.**

#### **Core Competencies:**

- ✓ Proficient to manage the complete end to end Employee Life Cycle. As an HRBP responsible for aligning business objectives with employees and management.
- ✓ Designing and implementing practices for sourcing and recruiting through evaluating and selecting appropriate techniques that demonstrate a candidate's technical skills, organizational fitment and competency alignment.
- ✓ Core Committee member to measure gap analysis for People Capability Maturity Method (PCMM)
- ✓ Designing & implementing the HR operational structural to ensure effective and efficient delivery of services to internal & external customers.
- ✓ HR Analytics with Effective data management and establishing performance indicators, Metrics & Dashboard to ensure effectiveness of Human Resource
- ✓ Leading Process Audit for gauging effectiveness and efficiency of HR Processes
- ✓ Identifying training needs across all level, advancing organizational adult learning & development.
- ✓ Designing and implementing workplace policies, handbooks, manual, code of conduct, reward and recognition.
- ✓ Evaluating, designing, conducting and analyzing employee surveys, workplace values and norms that allow for collaboration and organizational effectiveness.

#### **Career Outline:**

Since **March 2017**, associated with **HPCL Biofuels Ltd. (A 100% subsidiary of HPCL)** as **Head-HR**. All HR facets like; **Acquisition, Recruitment, Management and Operations**.

Heading Approx. 1200 employee in direct payroll and 650 contract labourer total manpower approx.1850 Level of hands-on exposure in Heading HR of large manufacturing organization. Taking care of HR, IR, Admin., C&B, Statutory Compliance, Recruitment, Court cases, Training and Welfare Played lead role in implementing ERP and various training initiatives which were designed for harnessing full potentialities of the employees for achieving optimum business results Heading the HR Dept. of HPCL Biofuels Limited with 10 Sub-ordinate team members. Set up Organizational hierarchies and KPI for Management Level Employee Reporting Directly to CEO & COO-Operations. Annual turnover of 600 Cr. Size of the team Directly Reporting to me 3 officers and 6 assistants

#### **Major Accomplishment:**

- ✓ Talent acquisition within the define budget & time frame.
- ✓ Through training and employee engagement continued attrition rate **0 to 0.9%**
- ✓ Implementation of HRMS and extended support business operational IT integration

My previous employment details;

**Nokia Solution Network** Nokia is the world's specialist in mobile broadband, providing the world most efficient mobile network. 15000+ people (direct & indirect); 20 principle offices over 100 locations

Worked as **Office Manager** from **May 2013 – Feb 2017**. Taking care of HR Operation, HR Audit, Employee Engagement, Employee Relations & Grievances.

**Major Accomplishment:**

- ✓ Developed and implemented a technology driven ESS approach enabling to perform employee's **QRG** (Query, Request & Grievances).
- ✓ Defined SOP for HR operation along with Normative Process Time and Control & established Review Mechanism as per ISO norms.
- ✓ Implemented employee engagement practices to support organizational cultural & values.
- ✓ Independently Implemented gender sensitized and equality ethos.

**Bonanza Portfolio Ltd., Patna 2009 - 2013.**

Bonanza Portfolio Ltd is a leading stock broker which provides trading account, online share trading, commodity trading, option trading, ipo etc.

Worked as **HRBP**

**Major Accomplishment:**

- ✓ Organizational designing & budgeting for a start-up branch.
- ✓ In coordination with IT expert implemented SAP-HR Module.
- ✓ Designed strategies for restructuring the organization.
- ✓ Implemented onboarding, induction, training.
- ✓ Designed & implemented various processes and policies for employee benefits, employee management & engagement, HR Metrics and Review Mechanism.
- ✓ Designed & implemented appropriate servicing module- centralized & decentralized

**IT Brain Shapers, Delhi, 2007-2008**

**The IT Brain Shapers**, a team of fully qualified professionals in the field of IT education & recruitments.

Worked as Sr. Executive-HR and taken care for Recruitment Management System, HRIS Database Administration of company and employees

**Major Accomplishment:**

- ✓ Actively participated to complete 360-degree Performance Appraisal System within time frame.
- ✓ Initiated and executed strategies for Recruitment to combat against high attrition rate for retaining talent.
- ✓ Designed and executed HRIS - Single source employee information database.

**Qualification & Certification**

- Master in Business Administration-HR from IMT, Ghaziabad
- Graduate in Economics from Patna University.

**Personal Dossier**

Date of Birth : 10 Jan 1973      Address: 702, Dev Vihaan, Motera Stadium Road, Motera, Ahmedabad, 380005

**References:**

R K Chavada:	9408369197
Samrendra Manna:	9619233428
Ritu Singh Vashistha:	9999410107