**A.Ramya**

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**Career Highlights – Associate HR Director**

HR Professional with over 16 years of enriching experience in the field of HR Business Partnering, Employee Engagement & Employee Management, Leadership Development, Performance Management and Well versed with best in class Human Capital processes and systems.

**Core Competencies**

Employee Engagement |Performance Management |Talent Management |Learning & Development |HR Program Management |Competency Development |HR Analytics |Compensation & Benefit |

**Professional Experience History**

**Current Organization: Biocon Biologics India Ltd (July 2019 – Till date)**

**Role: Associate HR Director**

I directly report to CHRO directly and take care of Clinical & Regulatory division of Biocon in my current role. I work closely with the Head HR to drive various HR initiatives / projects for HR department.

**Key Responsibilities:**

**HR Strategy and Business Partnering:**

* Develop and implement the people strategy in alignment with company's strategic vision and the business plans
* Lead the internal Talent Acquisition team to effectively identify and hire talent from various sources within and outside the Industry
* Manage all payroll activities for all employees including blue collared and contract staff
* Supervise HR operations and guide the team on ongoing HR process deliverables
* Responsible for managing the IR function in the org including all the applicable statutory and legal compliances
* Drive Org-wide Training and Development programs, conduct training needs analysis with the inputs from business teams
* Manage and implement Performance appraisal system as per company's performance philosophy and defined policies
* Handle and implement all the compensation policies of the org including annual increments and bonuses
* Support and advise the line managers in managing all day-to-day employee issues and grievances
* Maintain and publish data and analytics on key processes such as manpower budgeting, attrition, recruitment costs, training costs etc.
* Identify and plan initiatives in the area of communication, rewards and recognition and other employee engagement initiatives
* Oversee all general administration activities
* Work effectively with the Corporate HR team to align all the HR processes to Corporate guidelines

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**Current Organization: Covance India Pharmaceuticals Pvt Ltd (July 2016 - June 2019)**

**Role: Associate HR Director**

I managed entire India HR operations independently and have team Members from Bangalore, Chennai and Mumbai reporting into me. I work closely with the APAC Senior HR Director to drive all HR initiatives for India Region.

**Key Responsibilities:** Responsible for the full spectrum of Human resource functions which includes staffing and recruitment, compensation and benefits, training and development, performance management and Employee Relations.

* Supporting Head of Departments proactively to identify, improve and define issues pertaining to talent management, leadership development, C&B Partner with management team to conceptualise HR strategies and its impacts, which includes execution of HR Strategies for India Region.
* I Recruit, Mentor, and Manage team of dedicated HR professionals from different Locations.
* Lead the recruitment and on-boarding activities for the organization as we expand.
* Determine the overall Compensation Strategy including defining pay grades and salary bands for existing and new hires.
* Define and Implement the regular Employee Appraisal and Performance management Approach for the company
* Recommend, Define, and implement all benefits programs
* Select and manage third party providers covering various HR functions including medical benefits; payroll solutions; recruitment agencies.
* Work with the various functional departments to create inter-departmental functional processes and define KPIs .
* Develop Organizational structural recommendations and implement as and when we grow.
* Supports senior management by providing human resources advice, counsel, and decisions; analyzing information and applications.
* I ensure Chiltern India complies with all applicable legal requirements related to employment in the jurisdictions that we operate.
* Responsible for enforcing adherence to requirements and advising management on necessary actions.

**Altimetrik India Pvt Ltd (September 2012 – June 2016)**

**Role: HR Manager**

**Key Deliverables:**

Managing entire gamut of HR functions as Business HR Partner - Recruitment, Induction & On-boarding, Training & Development, Performance Management, Employee Engagement, Reward & Recognition, C&B, Attrition Management, Immigration, Employee Separation and Employee Grievances. Managing 200 employees at Bangalore and 100+ employees at Chennai.

**Employee Engagement**

Program manage employee engagement framework for the QE CC . Improve employee engagement via Floor Walks, Skip Meetings, Town Halls, All Hands Meet, Fun @Work activities etc.

**Performance Management** - Execute department specific performance management framework and initiatives, program managed appraisal cycle, R&R process, Performance Improvement Plan and change requests in the tool.  
**Attrition Management** - Program manage attrition for the CC and ensure the attrition percentage overall and high performers is within the industry range by addressing retention via innovative retention practices like sharing alerts to the leadership Team much in advance .Prepare and publish reports on HR solutions/various HR initiatives on the defined effort and outcome metrics. Present reports to the leadership for effective HR-business reviews and improving overall processes.   
**Reward & Recognition** - Create, Develop and execute a robust Reward & Recognition program for the Capability Centre in line with business objectives. Launched Star Manager Award, Birthday and Anniversary mailers as part of the R&R framework for the unit.  
**Employee governance and welfare** - monitor the employee governance process, intervene where required in order to drive employee adherence to code of conduct. Handle disciplinary cases (along with CC head & BU head ( in extreme cases) by conducting investigation, and taking action with the employee. Check continuously to evaluate the effectiveness of the discipline process within the department and drive communication to educate employees.

**Siemens Information System Ltd (September 2010 – August 2012)**

**Role: Asst HR Manager**

* Recruitments:

Handling complete end to end recruitment process. Understanding the mandate from the business, Source and conducting the interview process. Rolling out the offers, initiating the background verifications and ensuring that they are on boarded on time

* Induction:

Pre Induction formalities, Presentation on company policy & procedures, supervision of complete joining formalities, Post joining formalities

* Employee Relations:

Handling Employee Grievance, Issue Resolution, counseling, Fun Committee, Sports Committee,

Food Committee, Book Committee, Travel Committee and Satisfaction surveys for employees

* Performance Appraisal Systems:

Initiation of appraisal cycle, Coordination, Performance Ratings consolidation, reports and generating Compensation letters

* Rewards & Recognition:

Designing and implementation of R&R [Rewards & Recognition] programs, ensuring that Long-Service, on the spot awards etc reach employee in time.

* HR Operations:

Pay Roll/Salary Administration, Leave Administration, Time Management, Benefits Administration viz., PF, ESI, Medical, etc, Disciplinary procedures. Also handle other operational activities like generating letter of proof and maintaining employee files.

* HR Policies:

Reviewing and updating policies from time to time in coordination with the manager.

* Exit Procedure:

Conducting the Exit Interview, Ensuring Full and Final settlement is done, Issuing Experience and relieving letters, and completing other exit formalities. Identifying reason for leaving, Involved in corrective & preventive actions to retain the employees, Preparing Full and Final statement, experience and relieving letters, other clearance formalities

* MIS and Database Administration:

Maintaining all HR related data and confidential files in organization.

**Mahindra Satyam (Satyam Computer Services Ltd) October 2007- August 2010**

**Business HR for Manufacturing and Automotive Group**

Managing the entire business unit end to end. My team consists of three. Myself reporting to the Deputy General Manager HR. My Responsibilities include -

* Workforce Planning and Staffing Plan.
* Analyzing associate mix account wise.
* Analyzing on Onsite Vs offshore leveraging
* Key member for Employee Engagement and Retention across the business unit.
* Implement HR Policies & special initiatives rolled out by Corporate HR for the vertical
* Responsible for cascading the communication from Corporate to associates in the Business Unit.

**Key Deliverables**

Managing a team of 1500 associates. Responsible for all MAG ramp ups and Recruitment.

Was instrumental in conducting the various employee engagement activities for the business unit.Provide primary support for all HR related queries regarding policies, programs, processes, etc.

**Recruitment**

Worked predominantly with lateral hiring which involves in all levels of hiring (S, T, and Bi).

Exposure to on campus and off campus hiring too.

**Performance Management**

Handled end to end PMS processes for MAG Chennai. Developed the R&R for the unit.

**Organizational Effectiveness and Welfare**

* Responsible for the annual associate satisfaction survey and the implementation of the results.
* Responsible for all mentoring and special initiatives for the unit.
* Process Owner for conducting various CSR activities and fun events.
* Responsible for conducting open houses and Review meetings with the Business associates.
* Grievance Handling.

**Attrition Management**

Worked closely with the Business Head on retention of High performers. Also involved in presentation of Monthly attrition report for the business.

**Training and Development**

* Responsible for conducting training programs in collaboration with learning world
* Had a target of conducting 15 programs per month for the manufacturing vertical across India.
* Hands on exposure on entire life cycle of training process and training tools
* Played a significant role in identifying the training needs and providing training to associates on regular basis
* During Internship have conducted training sessions in “TVS TYRES “regarding Safety measures and Health Hazards for the employees
* Have won SPOT AWARD for conducting “**Theatre based Training program** “for HR associates

**Corporate Social Responsibility:**

I spearhead CSR activities across Satyam as I also do have passion for conducting such activities. Have successfully conducted various activities pertaining to different forums like

**Education**

**Environment**

**Empowering person with Disabilities**

**HIV &AIDS.**

**Street children**

Have received “**Pat on the Back Award**” for consistently conducting initiatives across different locations of Satyam and ensuring maximum participation of associates

**MindTree Consulting Pvt. Ltd (August 06 – September 07) (Bangalore)**

**HR Executive-IT Services**

* Key Member in conducting various employee engagement activities
* Responsible for preparing Business Related Presentations –HR Review Meet, Deviations, Attrition, & Annual HR Report.
* Releasing Offer Letters, Transfer Letters, Salary Certificates etc
* Played a significant role in Talent Acquisition Team and recruited close to 400 associates in a quarter for the new Chennai facility.
* Process owner for Background Verification process in Mindtree.
* Was also part of New Joinee Induction team.
* Communicate with the consultant to get a Pre Employment Non-Compete and Non-Disclosure Agreement.
* Key member for preparing communication mailers and cascading information from Corporate to Mindtree Minds.

**ACADEMIC RECORD**

* **M.B.A ( HR & IT) -77% (2004 -2006)**
* **B.E (C.S.E)-75% (2000-2004)**
* **XII-90% ( 2000)**
* **X-85%( 1998)**

**PERSONAL SUMMARY**

Father’s Name : D. Arockiasamy

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Phone : 8105919052

Sex : Female

Date of Birth : 26-07-1982