

# Shreesha Khare (Assoc CIPD )

✉ shrvin.1912@gmail.com

in linkedin.com/in/shreesha-khare-assoc-cipd-175ba680

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## Summary

Enthusiastic, energetic, people person and passionate about my work. Treat Yourself as the person you want to be and you will become that person #ENFJForever, Myers-Briggs personality type.

A Philomath (lover of learning).

The Love for personal development and desire to share success principles with people around me as much as possible. This keeps me motivating.

## Experience



### Global HRIS Analyst I

Jan 2017- Present

IHS Markit | Technology

- My current position is with IHS Markit, a recent merger between the companies IHS and Markit to create a global leader in providing information, analytics and solutions for major industries and markets. It provides information and analysis to over 50,000 customers in over 140 countries, including 85% of the Fortune Global 500. I supported the HRIS team in the transition from SAP to the cloud-based HR system Workday.

My duties and responsibilities include:

- HR Systems Business Process Audit Readiness-Making Sure day-to-day HR Data is processed in a timely manner (Covering the workday Inbox), adhere to the sox audit steps and follow the protocols as defined Workday Process and Data Integrity-Processing HRIS requests. Ensure Workday reflects correct colleague, job and organization detail. Connecting with stakeholders to get the right information to be updated in HRIS and that required documentation and checklists are archived for optimal audit readiness
- Workday Optimization, Timely Delivery & Collaboration-
  - 1) High-level understanding of HRIS system and supporting the stakeholders with high efficiency without any delay in the process.
  - 2) Ensure better coordination between the team members to complete the necessary workday flow and completeness of tasks

When Workday went live, being a part of the global HRIS team, processing and reviewing actions in Workday. This included hires, job changes, location changes, personal details changes, supervisory org changes and terminations. I would also review changes performed by other users as a final SOX control step to ensure they were performed correctly.

HR transactional updates within SAP HCM. This includes having specific knowledge of what information is required for successful updates in over 10 countries. It also meant quickly learning the unique practices being

used by the SAP system at IHS Markit and how to process transactions that would correctly be picked up by downstream systems.



### **Fresher team member**

Sep 2016 - Oct 2016

Nottingham Trent Students' Union

2 months

taking care of fresher's during events, guiding them about university different activities.



### **Applied Consultancy project Assistant Project Manager**

May 2016 - Jul 2016

St John Ambulance

3 months

As they are facing issues in reorganisation changes in their organisation, communication barriers. How we as a HR consultant can bring solution to this problem. My work involves as a resource investigator in our project to investigate problem in detail and come out with a solution as team.



### **Team leader**

Jan 2016 - May 2016

AIESEC Nottingham

5 months

I work for International Global Internship Exchange Program team, cold calling to students to participate in this programme and invite companies to be a part of AIESEC.



### **Global HR Intern**

Jun 2015 - Aug 2015

Markit

3 months

Worked under a team of HR business partner and handled the project of employee file management. Learned about employee life cycle, learning and development programmes and Employee exit. Handled joining formalities of new joiners.



### **Publicity and marketing coordinator**

Jun 2014 - Jul 2015

Samvaad: Alexis Society

1 year 2 months

Worked as an Extended Committee Member for publicity and marketing team. Promoting our event on social media, through networking. Inviting media, publication houses, societies to be a part of our event.



### **Human Resources**

Feb 2015 - Apr 2015

Future Group India

3 months

My responsibilities include...Coordinating Interviews with senior managers, cold calling, data management, recruiting from social media and taking screening interviews.



### **Talent Acquisition Intern**

Oct 2014 - Dec 2014

Aditya Birla Retail Limited -Pantaloons

3 months

Recruiting candidates from different social media portals. Taking short interview and selecting them for further process. Making offer letters, joining letters and experience in cold calling.



### **HR Trainee**

May 2014 - Jul 2014

Future Group India

3 months

During my summer internship in future group I handled employee file work, Employee document. Took initiative in organising a Store HR Meet 2014. Organised interview session with senior management, organised training session for store employees and coordinated it. Recruiting and selecting right candidate at right time and at right place.

## **Education**



**Nottingham Business School, Nottingham Trent University**

2015 - 2016

Msc Human resource management, Human resource management

HRM in its Business Context, People resourcing and Talent management, learning and talent development, Performance Management etc.



### **New Delhi Institute Of Management**

2013 - 2015

PGDBM, Human Resource Management, Distinction

Studied knowledge management, Organisation Development, human resource development and Strategic human resource management.



### **University of Mysore**

2013 - 2015

Human Resources Management/Personnel Administration, General, First class



### **Delhi University**

2009 - 2012

Political Science hons, International Relations and Affairs, United Nation, Second class

I secured highest marks (75%) in United Nation module.

## **Skills**



Recruitment and Selection, Training and Development, Employee Engagement • Management • Team Management • Research • Teamwork

## **Certifications**

### **Human Resources Fundamentals • LinkedIn**

Nov 2016 - Present

### **Becoming a Good Mentor • LinkedIn**

Nov 2016 - Present

### **Insights from a Business Analyst • LinkedIn**

Nov 2016 - Present

### **Arianna Huffington's Thrive 02: Learning How to Unplug and Recharge • LinkedIn**

Jul 2018 - Present

### **Taking Charge of Technology for Maximum Productivity • LinkedIn**

Aug 2018 - Present

### **Leading Yourself • LinkedIn**

Aug 2018 - Present

### **The Crux of the Course: Key Takeaways from LinkedIn Learning • LinkedIn**

Aug 2018 - Present

### **Learning Design Thinking: Lead Change in Your Organization • LinkedIn**

Sep 2018 - Present

### **Strategic Human Resources • LinkedIn**

Sep 2018 - Present

### **Jeff Weiner on Establishing a Culture and a Plan for Scaling • LinkedIn**

Sep 2018 - Present

### **Sheryl Sandberg and Adam Grant on Option B: Building Resilience • LinkedIn**

Sep 2018 - Present

**Gretchen Rubin on Creating Great Workplace Habits • LinkedIn**

Sep 2018 - Present

**Learning to Be Approachable • LinkedIn**

Oct 2018 - Present

**Building Self-Confidence • LinkedIn**

Oct 2018 - Present

**Navigating Awkward Situations at Work • LinkedIn**

Oct 2018 - Present

**Coaching for Results • LinkedIn**

Oct 2018 - Present

**5 Personal Finance Tips • LinkedIn**

Oct 2018 - Present

**Enhancing Resilience • LinkedIn**

Oct 2018 - Present

**Diversity and Inclusion in a Global Enterprise • LinkedIn**

Oct 2018 - Present

**Developing Self-Awareness • LinkedIn**

Oct 2018 - Present

**Cultivating Mental Agility • LinkedIn**

Oct 2018 - Present

**Giving and Receiving Feedback • LinkedIn**

Oct 2018 - Present

**Learning to Say No • LinkedIn**

Nov 2018 - Present

**Business Etiquette: Phone, Email, and Text • LinkedIn**

Nov 2018 - Present

**Preparing for Your Review (2014) • LinkedIn**

Nov 2018 - Present

**Being Positive at Work • LinkedIn**

Dec 2018 - Present

**Personal Branding on Social Media • LinkedIn**

Dec 2018 - Present

**Mindfulness • LinkedIn**

Dec 2018 - Present

**Avoiding Burnout • LinkedIn**

Dec 2018 - Present

**Unconscious Bias • LinkedIn**

Dec 2018 - Present

**Building Resilience • LinkedIn**

Dec 2018 - Present

## **Learning Personal Branding (2013) • LinkedIn**

Dec 2018 - Present

## **Defining and Achieving Professional Goals • LinkedIn**

Dec 2018 - Present

## **Cultivating a Growth Mindset • LinkedIn**

Dec 2018 - Present

## **Enhancing Your Productivity • LinkedIn**

Dec 2018 - Present

## **Design Thinking: Understanding the Process • LinkedIn**

Dec 2018 - Present

## **Career Advice from Some of the Biggest Names in Business • LinkedIn**

Jan 2019 - Present

## **Confronting Bias: Thriving Across Our Differences • LinkedIn**

Jan 2019 - Present

## **Master your brain: Neuroscience for personal development • Udemy**

Apr 2019 - Present

## **Start with Why: How Great Leaders Inspire Everyone to Take Action (Blinkist Summary) • LinkedIn**

Apr 2019 - Present

## **Leveraging Neuroscience in the Workplace • LinkedIn**

Jul 2019 - Present

## **Using Data Science to Hire Employees • LinkedIn**

Jul 2019 - Present

## **Honors & Awards**

### **Gold Medalist • Jun 2018**

Honoured with Gold Medal in Human Resource Management.