

SUNITA SOLOMAN

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HR Business Partner

⇒ With overall 10.5 years of IT Industry experience and 7.5 years of dedicated HR experience with Infosys Ltd.

Work Experience

INFOSYS [JUL '06 – MAY '09]

Role: Systems engineer – Mainframes Programmer

INFOSYS [JUN '09 – NOV '10]

Role: Senior Associate HR – Employee Relations – Infosys, Trivandrum

Areas of responsibilities:

- **Portfolio** - Lead a portfolio of around 5k+ employees in Trivandrum Development Center (DC) of Infosys handling Employee relations at the center level
- **Disciplinary Handling** - Responsible for monitoring employee compliance to company code of conduct and ethical standards and initiating appropriate disciplinary proceedings
- **Employee Engagement** -Driven and implemented employee engagement strategies at DC level
- **Event Management**- Handled end-to-end small scale to large-scale events in the DC and won appreciations from DC and HR management and employees for seamless execution and success of the events
- **Onboarding and Induction:** Conducted weekly onboarding and Induction formalities for all new joiners at the center level, timely review and updation of the Induction decks and ensured smooth assimilation of new joiners to the center and their respective Units
- **Grievance Handling** – Ensured timely resolution of employee issues and concerns
- **Communication** – Regular interaction with employees at both formal and informal level to gauge employee pulse, ensured timely feedback to management on the employee pulse and ideated and implemented HR initiatives in-line with the feedbacks received. One such initiative was an Online portal called “DC Head Chat” where employees could raise their concerns, issues or give feedbacks and the same was responded by the DC head
- **Exit Management:** Conducted exit interviews and surveys for all employees exiting at the DC level, maintained data to observe attrition patterns and advised DC management team on the same to implement appropriate retention strategies.

Role: Senior Associate Lead – Business Partner HR – Infosys, Hyderabad

Areas of responsibilities:

- **Portfolio** – Partnering close to 1200 employees within Manufacturing Business Unit
- **Attrition management** and issue resolution through portfolio pulse connects with Leadership and regular retention meetings with employees. Launched a Retention tool at Unit level and kept track of it regularly to ensure early retention
- **Pre-joining, On-boarding and Induction at location level**
- **Employee Engagement** – Ensure intended coverage and results through focused, planned initiatives
 - Organize Skip Meetings, HR & Leadership Connects, Floor-walks, Managers Forums, Onsite Connect sessions and Town halls to aid employee engagement and communication flow
 - Anchor and facilitate Fun @ Work initiatives rolled out at a unit level with an intention to celebrate work
 - Identify **Employee Champions** within unit to help catalyze and infuse spirit and enthusiasm into the initiatives
 - Partner with the leaders to ensure effective application of the reward programs in practice
- Partner with talent managers and ensure effective utilization of talent within the Unit
- Address employee grievances and complex queries related to transfers, C&B and policy related, leave and attendance, Global Immigrations, information security violations and disciplinary issues
- Support the organization launch policies, frameworks and employee engagement surveys
- Mentor new entrants into the HR team
- **Performance Management** - Partnered Business in end to end handling of the performance management cycle which broadly involved finalization of the eligibility list, appraisal completion, consolidated relative ranking normalization, arbitrations and addressing employee grievances for a 6000+ employee unit
- **Role Change** – Involved validating the eligibility list, partnering with the business to confirm the movements and updating the relevant systems as appropriate
- **Confirmation** – Anchored employee confirmations within the unit for 2+ years
- **Employee Survey Actionizing**: Worked on marketing the Gallup survey and ensuring highest participation within the portfolio and post analysis partnered Business to successfully launch multiple initiatives and also shared individual manager score cards
- **Recruitment/Talent acquisition**–Supported the talent acquisition team to achieve set targets for both lateral and fresher hiring (Delivery streams), as and when needed. The role briefly involved:
 - Gauging candidates on their communication and analytical skills
 - Communication - Role and Compensation
 - Addressing general queries
- **Other Initiatives and Contributions:**
 - Launched an application catering to Milestone recognitions and Birthday mailers within the

- unit by working closely with the **teams**
- Being a part of the **Analytics** Team, have contributed by sharing in depth insights through reports pertaining to separations, appraisal survey feedback, Unit dashboard and HR metrics at a unit level
- **Being the Diversity anchor** at the Unit level have contributed by launching initiatives pertaining to Women@ Work and partnered with org level Diversity council to implement many initiatives

Achievements

- Winner of Quarterly **HR Shine award** at Infosys Ltd.
- Winner of the Internal **Monthly Retention champ** at Manufacturing Unit at Infosys for successful and continued retentions

Academics

- **EXECUTIVE POST GRADUATE CERTIFICATE PROGRAM FOR HRM (1 Year) from IIM, KOZHIKODE (2018-19)**
- **B. Tech (Civil Engineering) from TKMCE, Kerala (2006)**
- **XII from Mt. Carmel School, Dhanbad – Jharkhand, ICSE Board (2001)**
- **X from Mt. Carmel School, Dhanbad – Jharkhand, ICSE Board (1999)**

Personal Information

- Age: 36
- Marital Status: Married
- Location: Gurgaon
- Interests: Singing, Dancing and Socializing
- Languages Known: English (R, W, S), Hindi (R, W, S), Malayalam (R, S)