Sunita Dhondaley

Phone : 9964773083

Email: [sunita.dhondaley@gmail.com](mailto:sunita.dhondaley@gmail.com)

**PROFESSIONAL SUMMARY**

Over 7 years of experience in successfully managing the entire gamut of HR activities – ranging from Employee induction, Performance Management, Employee Relations, Training & Development, Statutory Compliances, Manpower Planning, Grievance Handling, Shared Services, Process Transitions and Process Automation with Multi National Firms.

#### CORE COMPETENCIES

* Working with HR best practices, developing policies and managing end-to-end operations pertaining to Recruitment, Induction and Onboarding, Confirmation, Employee Relations, Payroll Management, Exit and Escalation Management.
* Process Transition, Process standardization & improvisation and creation of process workflows.
* Interacting with global clients from USA, Puerto Rico, Canada, UK, and South Africa.
* Design and implement HR tool.
* Analyze service issues, gaps and recommend solutions.
* Create and maintain change management log and discuss the same with the senior management and business clients.
* Coach & provide trainings to peers on HR processes and applications.

#### WORK EXPERIENCE

**Jones Lang LaSalle Building Operations Private Ltd**

**Designation: Assistant Manager – Human Resources (SOUTH ZONE) July 2015 – August 2016**

***Key Responsibilities: Regional HR role for delivering end to end Operations, Recruitment***

* Induction & on boarding for all South Zone.
* Employee Relations and Engagement Initiatives, Dissemination of new policies, procedures and ethics guidelines.
* Identify HR process improvements to better serve employees and managers; communicate HR processes to employees, assists employees with resolving grievances, educating on benefits and other HR programs.
* Driving forums such as roundtables and open houses to promote positive employee morale.
* Proactively discuss critical issues with the business for timely resolution.
* Maintain data for salary processing, leave management system and prepared F&F inputs.
* Monitor and issue Probation / Confirmation Letters and generate performance evaluation details for annual appraisals.
* Supervise Exit interviews to help retain employees and gather feedback.
* Handle Exit Procedures in line with company’s policies & processing relieving formalities.
* Strategically contribute in developing & implementing measures to improve and standardize processes pertaining to HR Operations to work effectively with customer satisfaction.
* Manage HR Process, Tools and Audit.
* Training and development.

**HCL Technologies**

**Designation: Senior Executive – Human Resources April 2014 – June 2015**

***Key Responsibilities: Post Offer Follow Up, Induction, On-boarding, Employee Relations & Engagement and General Administration***

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| **Project** | **Project Description** |
| **Induction Process** | * Worked on planning & implementation of reducing the number of days of Induction from two days to one. * Discuss with various stakeholders on the pros and cons on presentations relating to Induction. * Being part of TTT to understand various processes involving the Induction and Onboarding Process. |

* Inducting new appointees and taking them through the various policies & procedures and Ethics of the firm
* Supervising a team of 23 – Acting Team Lead
* Handed Pre and Post joining activities by coordinating with various stakeholders like Candidates, Managers, Admin, IT, Recruiters, HR Operations team to have smoother transaction of the onboarding process
* Follow up with candidates for Pre-Joining formalities
* Drive initiatives to help employees achieve a healthy work-life balance
* Mentoring the team to handle complete onboarding activity
* Conducted In-House training programmes and shadowed new joiners

**Thomson Reuters**

**Designation: Senior HR Specialist – Pan India Operations June 2013 – February 2014**

***Key Responsibilities: Employee Engagement, Employee Relations, HR Back-end Operations***

* Ensure prompt resolution of employee grievance within the firm.
* Pro-actively involved in resolving disputes and ensured a cohesive business environment.
* Drive initiatives to help employees achieve a healthy work-life balance.
* Maintain and manage data related to the entire life cycle of an employee.
* Provide information, advice and guide employees in the relevant HR areas taking account of the confidential nature of the work on all the areas mentioned
* Address queries pertaining to compensation of employees within the firm
* Salary negotiations with candidates
* Single point of contact for ex-employee background verifications
* Mentor the team to handle complete general administration activities and facilities
* Enhanced the work flow of Confirmation process across India (Legacy Markets entity in Thomson Reuters)

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| **Project** | **Project Description** |
| **Data Migration from Ascent to Power HR** | * Requirement analysis of the application structure on the basis of existing legacies set up to meet analysis in tandem with the fulfillment of compliance policy as a single integrated applicable. * Formulating the basic tab structure capturing the company requirement. |

**Accenture Services Pvt Ltd.**

**Client: Unilever (US / Canada / Puerto Rico, UK & South Africa)**

**Designation: Senior HR Administrator August 2008 – August 2012**

***Key Responsibilities: Coordinate and delivering New Hire set-up & Managing General Administration process***

* Create and update database of new hires in Peoplesoft with personal, professional & compensation details.
* Assist employees during the on-boarding process.
* Co-ordinate with Firm Management and Finance with respect to new hire and compensation details.
* Utilize core experience in Human Resource to formulate the right combination of processes, with good employee relationship management.
* Generate business day’s last report and providing the operational excellence graphs for the team.
* Provide information, advice and guide employees in the relevant HR areas taking account of the confidential nature of the work on all the areas mentioned
* Contract negotiation and generation for new hires, job data changes without transfers & with transfers and fixed term employees, probation letters. Version control and audit of contracts and Peoplesoft updates.
* To enhance customer relationship management by being part of the review with the client’s business team on process improvement, updating of process workflow and outcomes.

**Key Achievements**

* Accredited with "***employee of the month***" in Accenture Services for successful completion of transition (Hindustan Unilever).

**EDUCATIONAL CREDENTIALS**

* **BA (Psychology, Literature and Journalism) -** Mount Carmel College – 2008

**PERSONAL DETAILS**

**Current Address** : #1, 01st Main, 15th cross, GD Park Extension, Vyalikaval, Bangalore - 560003

**Languages** **Known** : English, Hindi & Kannada

**Date of Birth** : 15 July 1987

**Marital Status** : Single