

## Professional Summary

Results-driven Head of Rewards and HR Operations with 15+ years of experience in driving strategic HR initiatives across BFSI, Chemicals, and Media industries. Proven track record of designing and implementing compensation & benefits strategies, fostering positive labor relations, and leading high-performing teams. Adept at leveraging HR analytics and technology to enhance operational efficiency and employee wellness.

## Professional Experience

### Head of Rewards and HR Operations (HR10)

Inazuma.co | January 2020 - Present

### Senior Manager - HR Operations (HR8)

NovaTech Inc. | June 2018 - December 2019

#### **Key Achievements:**

- Designed and implemented a compensation & benefits strategy, resulting in a 25% reduction in turnover rates
- Developed and managed a team of 5 HR professionals, achieving a 95% employee satisfaction rate

#### **Responsibilities:**

- Managed HR operations, including recruitment, onboarding, and employee data management
- Collaborated with the leadership team to develop and implement HR initiatives

### HR Manager (HR6)

ChemCorp Ltd. | March 2015 - May 2018

#### **Key Achievements:**

- Improved labor relations by resolving 90% of employee grievances within a month
- Developed and implemented an employee wellness program, resulting in a 30% decrease in absenteeism

#### **Responsibilities:**

- Handled employee relations, including conflict resolution and disciplinary actions
- Assisted in the development of HR policies and procedures

### HR Generalist (HR4)

MediaMax Broadcasting | January 2012 - February 2015

**Key Achievements:**

- Streamlined the recruitment process, reducing time-to-hire by 40%
- Assisted in the implementation of a new HRIS system, resulting in a 25% reduction in data entry errors

**Responsibilities:**

- Provided support for recruitment, onboarding, and employee data management
- Assisted in the development of employee communications and training programs

## Education

**Post Graduate Diploma in Business Management (PGDBM)**

Welinkar Institute of Management Development and Research | June 2011

## Technical Skills

**HR Systems and Tools:**

- HRIS Database Management
- HR Analytics Software

**Compensation and Benefits:**

- Compensation Strategy
- Benefits Design
- Employee Benefits

**Operational Management:**

- Team Management
- Labor Relations
- Employee Wellness

**Soft Skills:**

- Management
- Communication
- Problem-Solving