

NINGAPPA GANDIGAWAD

Sr. Specialist - Global HR Operations

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India



SUMMARY

I am an experienced HR Specialist with over 6 years in HR operations and employee data management. My expertise includes overseeing the entire employee lifecycle, from recruitment to retirement, while utilizing Workday and CRM tools effectively. I excel in streamlining HR processes to improve organizational efficiency and employee satisfaction. I thrive on using my analytical skills to solve problems and support workforce development.

EXPERIENCE

Sr. Specialist - Global HR Operations

Lowes Services India Pvt. Ltd

04/2022 - Present India

Global HR Operations division managing HR functions.

- Responsible for addressing comprehensive HR inquiries, encompassing onboarding processes, data management, payroll, and benefits administration.
- Handled the complete employee lifecycle, including onboarding to offboarding and compliance with company policies.
- Provided guidance to employees and managers on HR policies and procedures, promptly handling inquiries.
- Distributed tasks efficiently among HR team members, ensuring workload balance and timely project completion.
- Developed and implemented goals and objectives for the team.
- Monitored employee performance, providing feedback.
- Subject matter expert using HRIS for functional workstream processes.
- Processed employee transactions ensuring accuracy, and trained new joiners.

Sr. HR Executive

Experis IT India Pvt. Ltd

02/2021 - 04/2022 India

HR Master Data Team providing global support.

- Took ownership of HR data manipulation and reporting.
- Streamlined HR processes and managed HR systems.
- Provided effective support service to end users.
- Delivered high quality and accurate HR data to the business.

HR & Admin

Wecred Technologies

09/2019 - 03/2020 India

HR & Admin department.

- Performed data entry for HR records in SAP and other HRMS applications.
- Managed attendance and leave updates.
- Assisted with payroll by providing relevant employee information.

Payment Specialist

Quotient Technology

04/2018 - 07/2019 India

Payment specialist handling various payroll inputs.

- Worked on payroll inputs and year-end activities.
- Managed attendance and leave.
- Cleared office-related expenditures such as food bills and transport charges.

STRENGTHS



Data Management

Managed and analyzed data accounts and reports effectively.

KEY ACHIEVEMENTS



Implementation of Efficient HR Processes

Successfully implemented seamless end-to-end 'Hire to Retire' processes that elevated employee contentment and improved organizational achievements.

LANGUAGES

English

Native



Kannada

Native



Marathi

Advanced



Hindi

Proficient



SKILLS

advanced excel

Analyzing Data

CRM

Data Entry

Data Manipulation

EXCEL

HRIS

HRMS

Kronos

marathi

Microsoft Office

ms excel

ms powerpoint

Peoplesoft

powerpoint

Quality Assurance

SAP

ServiceNow

PwerBI

Workday

EXPERIENCE

Employee Services Specialist

Honeywell Technology Solutions Lab

📅 07/2017 - 04/2018 📍 India

Employee Services Specialist in Human Resource Management.

- Processed complete HR queries and background verifications for multiple countries.
- Performed data entry of HR records using PeopleSoft and SAP.

EDUCATION

Bachelors in Business Administration

Karnataka University

📅 05/2012 - 05/2015 📍 India

Pre-University Education

The New English pre University - PUE Board Karnataka

📅 05/2010 - 05/2012 📍 Alnāvar, India