



MAMTA DHANMEHER

HUMAN RESOURCE PROFESSIONAL

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CORE COMPETENCIES

- EMPLOYEE RELATIONS
- PERFORMANCE MANAGEMENT
- COMPENSATION & BENEFITS
- ORGANIZATIONAL DEVELOPMENT
- HR POLICY DEVELOPMENT
- LABOUR LAW & STATUTORY COMPLIANCE
- TALENT ACQUISITION & RECRUITMENT
- TRAINING & DEVELOPMENT
- HRIS & PAYROLL MANAGEMENT
- STRATEGIC HR PLANNING

PROFILE

Results-oriented HR Business Partner (HRBP) Manager with over 13 years of experience in aligning human resources strategies with business goals to drive organizational success. Expertise in strategic HR planning, employee relations, talent management, and performance optimization. Proven ability to partner with senior leadership to develop and implement HR initiatives that enhance organizational effectiveness and foster a positive work environment.

Adept at analyzing business needs and providing data-driven insights to support decision-making. Skilled in managing complex employee relations issues and ensuring compliance with labour laws and company policies.

Known for a collaborative approach and the ability to build strong relationships with stakeholders across all levels. Committed to driving organizational growth through effective HR practices, cultivating a culture of excellence, and empowering employees to achieve their full potential.

EDUCATION

- BACHELOR OF SCIENCE IN ZOOLOGY FROM MUMBAI UNIVERSITY - 2007
- PGDM – HUMAN RESOURCE FROM WELINGKAR MUMBAI UNIVERSITY - 2015

EXPERIENCE

MajorKey Technologies, Pune – Manager HR

July 2023 – June 2024

- **Establishment of a new entity:** successfully led the establishment of a new entity in India post-demergers from Parseq, working closely with the US HR and India legal teams to create and align HR operations processes with US standards.
- **HR policy implementation:** developed and enforced HR policies and procedures, including adherence to the prevention of sexual harassment (posh) policy, ensuring a safe and compliant work environment.

- PURSUING PRACTICAL TRAINING ON LABOUR LAWS & REGULATORY COMPLIANCE
- CERTIFICATION IN HUMAN RESOURCE BUSINESS PARTNERING – UDEMY - 2024
- CERTIFIED IN PERFORMANCE MANAGEMENT: EMPLOYEE ENGAGEMENT – LINKEDIN LEARNING PROVIDED BY SHRM - 2024
- CERTIFIED IN GENERATIVE AI IN HR - LINKEDIN LEARNING – 2024
- CERTIFICATION COURSE ON LABOR LAWS - 2016

- **Remuneration structure:** designed and implemented an effective remuneration structure that aligned with the company's strategic goals and budget, enhancing employee satisfaction and retention.
- **Organizational assessments:** conducted comprehensive organizational assessments to identify areas for improvement, developing and executing action plans to address these issues, thus improving overall efficiency and performance.
- **Benefits administration:** designed and administered competitive benefits packages that met both organizational budget constraints and employee needs, contributing to higher employee satisfaction.
- **Performance improvement plans (PIP):** managed and ensured the timely closure of performance improvement plan (pip) cases
- **Employee engagement & development:** developed and implemented organization-wide strategies and initiatives to enhance employee engagement, performance, and organizational effectiveness.
- **Wellness initiatives:** initiated and managed wellness programs for Indian and US employees, promoting health and well-being across the organization.
- **HR budgeting:** prepared the HR budget for the year, ensuring strategic allocation of resources in alignment with organizational goals.
- **Collaboration with external consultants:** worked closely with external consultants and vendors to support various organizational development initiatives, ensuring alignment with company objectives.
- **Statutory compliance:** oversaw statutory compliance to ensure that all HR activities adhered to local laws and regulations.

UnboundB2B, Pune – Sr. HR Manager

June 2019 – May 2023

- **Team leadership:** supervised and trained a team of 11 across HR, talent acquisition, and learning & development (L&D), ensuring alignment with organizational goals and fostering a collaborative work environment.
- **Strategic partnership:** partnered with senior leaders to understand business needs and provide tailored hr solutions, enhancing organizational effectiveness.
- **L&D collaboration:** collaborated with L&D teams to identify training needs, develop learning programs, and support the implementation of initiatives aimed at enhancing employee skills.
- **Diversity and Inclusion programs:** Developed D&I program & put continuous effort and commitment from all levels of the organization for creating a culture where diversity is celebrated and inclusion is practiced daily.
- **Employee lifecycle management:** oversaw the entire employee lifecycle, from onboarding to offboarding, including monitoring new hires until probation confirmation, ensuring smooth execution of hr processes and policies throughout the employee journey.
- **Exit interviews and analysis:** conducted exit interviews and maintained comprehensive reports for analysis to identify trends and areas for improvement.
- **Performance improvement plans (PIP):** managed and ensured the timely closure of performance improvement plan (pip) cases, working closely with managers and employees to address performance issues and achieve desired outcomes.

HIGHLIGHTS

- PROFICIENT WITH HRMS LIKE WORKDAY, PAYBOOKS, ASCENT, AND SAP.
- HAVE EXPERIENCE WORKING WITH MULTIPLE COUNTRY'S LEADERSHIP, INCLUDING GERMANY, USA, UK, INDIA AND UAE
- STRONG UNDERSTANDING OF ORGANIZATIONAL DEVELOPMENT WITH EXCELLENT

COMMUNICATION AND

INTERPERSONAL SKILLS

- EXCELLENT PROBLEM-SOLVING AND CRITICAL THINKING.
- GREAT PEOPLE MANAGEMENT SKILLS.
- HIGH LEVEL OF PROFESSIONALISM AND INTEGRITY IN HANDLING SENSITIVE AND CONFIDENTIAL INFORMATION.

ACHIEVEMENTS

- GOLD PRECEDENT CLUB AWARD – UNBOUND B2B
- SPECIAL RECOGNITION FROM MANAGEMENT FOR SUCCESSFULLY SETTING UP AN OFFICE IN DUBAI
- AWARDED AS A BEST EMPLOYEE – ITPC INDIA PVT.LTD

LANGUAGE

- ENGLISH
- HINDI
- MARATHI (NATIVE LANGUAGE)

- **Grievance resolution:** promptly and effectively addressed and resolved employee grievances, maintaining a harmonious workplace.
- **Compliance and legal adherence:** ensured compliance with company policies and legal requirements, staying updated on local and state regulations, including payroll, and adhering to the prevention of sexual harassment (posh) policy.
- **Rewards and recognition:** designed and managed rewards and recognition programs to motivate employees and drive performance.
- **Employee engagement:** developed and implemented frameworks to enhance employee engagement and satisfaction, including motivational events, skip-level meetings, and employee surveys.
- **Employer branding:** developed and executed employer branding strategies, successfully achieving the great place to work certification for the company.
- **Employee development:** managed employee development initiatives through internal job postings (IJP), interdepartmental changes, and training programs.
- **Change management:** led change management initiatives, including creating and executing communication plans to ensure smooth organizational transitions.
- **HR reporting:** monitored interpersonal relationships at all company levels and presented hr progress in quarterly and annual business reviews.

Oleads India Pvt. Ltd., Pune – Manager HR

June 2018 – Jun 2019

- **End-to-end recruitment & employee lifecycle management:** handled the complete recruitment process and managed the employee lifecycle, from onboarding to offboarding, ensuring a smooth and efficient transition at each stage.
- **Employee engagement & satisfaction:** developed and implemented frameworks aimed at enhancing employee engagement and satisfaction, contributing to a positive workplace culture.
- **Employer branding:** spearheaded the development and execution of employer branding strategies to attract and retain top talent.
- **Payroll & compliance:** took ownership of the payroll process and ensured adherence to statutory compliance, maintaining accuracy and legal conformity.
- **Performance management:** drove continuous performance management initiatives and led the annual compensation review for the site, ensuring alignment with company objectives.
- **Training & development:** trained line managers on goal setting and effective performance feedback, equipping them with the skills to manage their teams effectively.

Halyard Health India Pvt. Ltd., Pune – HR Business Support

July 2017 – Jun 2018

- **Employee LIFECYCLE MANAGEMENT:** managed the complete employee lifecycle, including inductions, onboarding, and offboarding (exit procedures), ensuring a seamless experience for all employees.
- **Employee Engagement:** Applied Strong Business Acumen And Communication Skills To Drive People Engagement Through Various

Initiatives, Including People Connect Programs, Employee Involvement In Committees, And Organizing Events And Forums.

- **Strategic HR Initiatives:** Developed And Implemented Organization-Wide Strategies To Enhance Employee Engagement, Improve Performance, And Boost Overall Organizational Effectiveness.

ITPC India Pvt. Ltd., Pune – Sr. HR & Admin Executive

February 2013 - July 2017

- **Comprehensive hr management:** led the entire gamut of hr functions, aligning hr processes with business strategy to create a transparent, competitive, and goal-oriented organizational culture.
- **Payroll & compliance:** managed the payroll process, ensuring accuracy and adherence to statutory requirements, including handling payroll for overseas employees concerning contracts, NDA compliance, accommodation, and timesheets.
- **Employee lifecycle management:** oversaw the complete employee lifecycle, from inductions and onboarding to offboarding, ensuring a seamless and positive experience throughout.
- **Talent acquisition:** successfully closed niche-skilled and volume hiring at various levels, designing and developing job descriptions that aligned with organizational needs.
- **Performance management:** implemented and supervised key responsibility areas (KRA) and performance appraisals, ensuring that employee performance was aligned with company objectives.
- **Training & development:** designed and facilitated workshops, training programs, and team-building activities that promoted employee development, collaboration, and continuous learning.
- **Employee engagement:** drove employee engagement through initiatives such as people connect programs, involvement in various committees, and organizing events and forums to foster a positive workplace culture.
- **Employer branding:** developed and implemented employer branding strategies to attract top talent and enhance the company's reputation as an employer of choice.
- **HR & admin budgeting:** managed the hr and admin budget, including customer invoicing, ensuring efficient allocation of resources.
- **Overseas employee management:** coordinated with overseas employees on individual contracts, NDA's, accommodation, and compliance with client policies, ensuring smooth international operations.
- **Crisis management:** adhered to the prevention of sexual harassment (posh) policy and handled critical situations with sensitivity and professionalism.
- **Coordination with headquarters:** collaborated with the headquarters in Zurich on newsletters, social media updates, and other communication efforts to maintain alignment with global strategies.

Ferring Pharmaceutical Pvt Ltd., Mumbai – Admin Executive

February 2009 – May 2012

Other Professional Experience: Worked as a medical representative in the Mumbai Area for 2 years.