



SUMAYYA FAZIL

HR BUSINESS PARTNER

CONTACT

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EDUCATION

2024

CHRM - CERTIFIED HUMAN RESOURCE PROFESSIONAL

- HRBP Advanced
- OD & Change Management
- Talent Management
- Employee Engagement & Experience

2023

COURSERA (GOOGLE POUR LES PROS)

- Project Management

2012-2014

JAMIA MILLIA ISLAMIA

- Master of Human resource Management
- CGPA - 8.34/10

2010-2012

DELHI UNIVERSITY

- Bachelor of Honors (Geography)

SKILLS

- Performance Management
- Employee Relations
- Employee Engagement
- Retention & recruitment
- Policy structure, Change & OD

PROFILE

Seasoned HR Business Partner with over a decade of experience driving strategic initiatives that align with organizational goals. Expert in managing employee relations, performance management, and HR policy formulation, development & implementing with change assessment. I have a proven track record of enhancing employee engagement, optimizing HR operations, and fostering a positive workplace culture. Recognized for implementing innovative HR strategies that resulted in improved retention rates, higher employee satisfaction, and stronger organizational performance. Awarded "Best Performer" and promoted to Assistant Manager within eight months for exemplary contributions

WORK EXPERIENCE

- Self Employed**
Consultant AUG 2023-TILL NOW
 - Connected with early startups to build their operational corporate HR structure. Advising and helping them with building the culture of the organization. Helping clients to develop employee relations, engagement and retention structure. Plan, execute and maintain employee lifecycle in the organization with respect to their onboarding, performance, retention & exit processes.
- Filosha Infotech Pvt Ltd (The Yarn Bazaar - Shark Tank startup)**
General Manager JAN 2023-JULY 2023
 - Established organizational structure & formulated HR policies in collaboration with CEO
 - Introduced strategies for employee retention, L&D, talent and skill development.
 - Partnered with COO to implement recruitment, employer branding & expanding candidate's pool in diversity.
 - Implemented a range of HR policies related to onboarding, performance improvement & Employee engagement.
- OIA Electric Pvt Ltd**
HR Specialist Feb 2022- Dec 2022
 - Directed & aligned recruitment strategies for senior profiles.
 - Fostered corporate culture, developed employee engagement, diversity & inclusion.
 - Contributed with OD strategies
- Creditrons Services Pvt Ltd (Startup)**
Senior Manager HR Aug 2020- Jan 2022
 - Executed HR & OD strategies, focusing on succession planning, & Talent management.
 - Implemented employee retention strategies & kept the rate @ 78%.
 - Drive key HR projects related to performance management & talent development.
 - Ensured HR compliance - PF, ESIC, Insurance, Gratuity, Minimum wage

- L&D & Talent Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English (Fluent)
- Urdu (Fluent)
- Hindi (Fluent)
- Arabic (Basic)

HR TOOLS PROFICIENCY

- SAP
- Successfactor
- Clickup
- Asana
- Zimyo

The Times of India Group - Magicbricks Realty Services Pvt Ltd

- Assistant Manager HR (Level 2- Team Leader Mar 2018- July 2020
- Managed the HR lifecycle for over 500 employees nationwide, enhancing employee engagement and performance.
 - Strategize manpower planning, forecast attrition & recruitment.
 - Led skill development programs, achieving a 9% ROI and significantly improving workforce capabilities.
 - Redesigned compensation & benefit structure for sales to improve the efficiency

Quess Corp Pvt Ltd

- Senior Executive HR Dec 2015 - Feb 2018
- Served as HR Business Partner, managing the complete employee lifecycle from onboarding to exit, including performance management, employee engagement, and grievance resolution.
 - Centralized headcount management and manpower planning processes, leading to more efficient workforce management.
 - Conducted quarterly employee engagement surveys, assessing the success or failure of the initiatives.
 - Contributing to employee engagement activities for more motivated and productive workforce.

Exide Life Insurance Co.

- Executive HR Sep 2014 - Dec 2015
- Ensured continuous employee engagement through regular interactions and updated employee status tracking.
 - Led the Performance Management System (PMS) cycle, facilitating the identification and retention of key talent.
 - Developed and implemented the Personnel Connect Program (PCP) to enhance employee interaction and engagement, resulting in improved employee satisfaction

ACHIEVEMENTS

- **Best performer award 2017** -recognized for outstanding contribution for employee engagement
- **Promotion in 8 months 2018** - I was promoted to assistant manager in Magicbricks realty services pvt ltd in just 8 months for my exemplary performance and leadership skills
- **Recognition received from CEO in 2021 & 2023** for successfully implemented HR matrices for performance improvement, employee relations & retention while working with startups

SOCIAL ENGAGEMENT

- **Member: Yellow street** - NGO to educate underprivileged children.
- **Member: Teach India** - CSR program of The Times of India - for the placement of the trained underprivileged students (above 18 of age) with different organizations.
- **Organizer: Department Fest** (2 years in a row), Alumni meet.
- **Sports-Engagements: Badminton, Yoga.**

REFERENCE

On demand