

## NILESH N. SUTAR

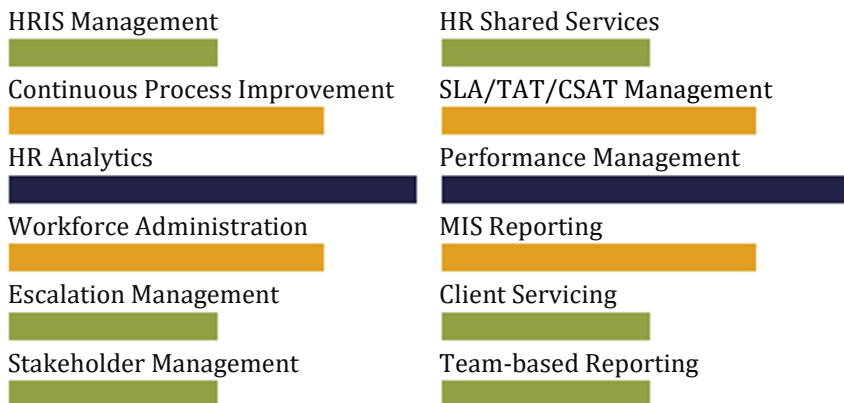
**SENIOR LEVEL PROFESSIONAL ~ ASSISTANT MANAGER ~HR SHARED SERVICES~**

Accomplished HR professional with a robust background in **HR Shared Services**. Seeking careerenriching opportunities to leverage expertise in HRMS IT Services, HRMS Implementation, Employee Experience Enhancement and Service Delivery Optimization.

### Career Timeline












### Key Impact Areas



### Soft Skills









### Executive Profile

-  **Accomplished and Results-driven HR Professional, with 14+ years** of experience in the field of HR IT Services, end-to-end HRMS Implementation (Maintenance, Payroll, Leave, Attendance) with strong Team Management Credentials
-  **Team Leadership:** spearheaded a high empowered team of 6+ Professionals for implementing the Human Resources Management System (HRMS) to streamline HR processes, manage employee data, and improve data accuracy
-  **Excels in developing and streamlining HR processes,** enhancing operational effectiveness through transformation, automation and improvement initiatives
-  **Essayed a success story by successfully** implemented the Adrenaline Max on the cloud, Adrenalin Max Mobile App, Performance Management System, Leave Management System and others
-  **Proficient in driving change management** for bringing effective people management advantage to the business
-  **Rich exposure in designing** compensation & benefits, performance management, training & development framework to support the business and achieve ambitious growth plan
-  **Demonstrated expertise in creating and using VBA (Visual Basic for Applications) macros** to automate repetitive tasks and enhance Excel functionality
-  **Experience in utilizing HR analytics** to identify trends and make data-driven decisions
-  **Key People Leader,** who has successfully led and motivated team towards growth and success in the organization; created a clear & compelling view of future through coaching and execution

## Professional Experience

**July 2023 - Present: Assistant Manager – HR Tech**  
**HDFC BANK LTD., Mumbai**
























### **Key Result Areas:**

-  Heading the entire testing team for end-to-end testing of the product.
-  Managing Multiple technical projects of HR Dept.
-  Reconciliation with Vendor and internal HR team
-  Maintaining Jira application ticketing system
-  Understanding business requirements and coordinating with vendor team to meet the deliverables.
-  Responsible for various Monthly MIS reports for Senior Management

**Sep 2009 – July 2023: Assistant Manager – HR**  
**HDFC LTD., Mumbai**

**Recognized with an award for significant contribution in managing mergers between HDFC Ltd. and HDFC Bank Ltd.**

### **Key Result Areas:**

-  Heading the entire testing and delivery team for end-to-end testing and delivery of the product.
-  Commended for successfully implementing the latest version of Adrenaline Max on the cloud
-  Design and developed Automated Staff Housing Loan & Personal modules using macros for HDFC LTD
-  Proactively leading the implementation of the Adrenalin Max Mobile App for HDFC LTD.
-  Lead daily standups with project teams and attended meetings with senior leadership and client stakeholders to review project status updates and milestones.
-  Point of contact for stakeholders and vendors throughout the project lifecycle.
-  Steering efforts towards maintaining a comprehensive employee database covering all regions of India.
-  Hands-on excellence in working on Excels to manage various complex HR tasks
-  Entrusting with the responsibilities of managing new employee joining formalities
-  Providing solutions for technical queries pertaining to the Adrenalin System
-  Generating various MIS reports including Attendance Analysis and Increment Reports
-  Introducing an automation culture by successfully automating the Forms and Modules using Excel macros
-  Effectuating the performance management system; managing confirmation / annual performance appraisal process across the levels linked to reward management and career growth
-  Contributing as an Excel Expert; imparting excel training to the employees in order to enhance their skill quotient
-  Demonstrating excellence in managing HRMS maintenance and inputs of essential payroll data
-  Maintaining accurate records of employee attendance; administering the process of requesting and approving leaves
-  Showcasing excellence in effectively managing the Employee Provident Fund (EPF) nomination process
-  Working on the Employee PF modules within the HRMS system
-  Gathering, analyzing, and interpreting HR data to drive data-driven decision-making.
-  Administering the organization's leave management system; implementing comprehensive leave policies & procedures in compliance with company guidelines
-  Extending support towards various other HR department activities and functions
-  Addressing and resolving the employee queries related to attendance
-  Calculating the leave balances and uploading data to the Adrenalin system

## Previous Experience

**Dec 2007 – Feb 2009: Back Office Associate**  
**Syntel Global Pvt. Ltd.**

**2 Years: Hardware Engineer**  
**Excellent Computers**

**1 Year: Electronics Mechanic Engineer**  
**Aplab Ltd.**



## Education & Credentials

**PGDM in Human Resource Management** from Welingkar Institute

**TYBCOM** from YCMOU

**3 Years ITI Course in Electronics Mechanics**



## Personal Details

**Date of Birth:** 12<sup>th</sup> February 1988

**Languages Known:** English, Hindi and Marathi

**Permanent Address:** A 702, Om Shiv Aanand Soc.,M. Phule Road, Garibacha Wada,Dombivali West- 421202