

Nidhi Anand

Corporate HR/Business Partner

Phone: +91-7666854057

Email: nidhimca09@gmail.com

Location: Pune, India

<https://www.linkedin.com/in/nidhi-a-64616a158/>

Headline

Offering 14 years of rich experience as Corporate HR & Business Partner. Well versed with HR Operations, People Partner, Stakeholder Management, Compensation & Benefits, Employee Experience, Business Planning, Customer Interaction, Grievance Handling and Relationship Building.

Professional Skills

- Global Talent Acquisition, Rewards and Recognition, Performance Management, Onboarding and Exit Formalities, Salary Negotiations, Corporate HR Activities and Policy Formation.
- Expertise on shared services and data management tools HRMS, HRIS, Greyt Hr, Jira, SharePoint, Salesforce CRM, SAP HCM, SAP SuccessFactors, Lattice, Asana, Confluence, Kimble, DocuSign, Canva and HR Dashboard Data Management.
- I9 verification formalities using Trinet and audit activities.
- FAR member of CMMI Level 3 V2.0 and ISMS.
- ISO 27001, ISO-9001, VAPT Audits.
- Hands on experience with Statutory Compliance and Labour Laws (PT, PF, Maternity & Bonus Segment).
- Exceptional communication, presentations and mentoring skills with distinguished abilities in leading teams.
- Developing policies for business excellence.
- Organizational process improvements and transition processes.

Professional Achievements

- PMP Trained and Lean Six Sigma Green & Black Trained with Agile Certified Practitioner.
- The development of HRM surveys for Employee Retention & understanding the related concerns.
- Conducting review meetings of team on weekly, monthly basis for task completion.
- Attending events & conferences to attract talented resources & business networking.
- Awarded Star Performer of Nov.21 month at Wefivesoft Pvt Ltd.

Work Profile

InRhythm/Luminary Digital Solutions Pvt Ltd (03/06/2024– Till date).

Working as People Operations Lead (L3) and Leading HR Operations for US & India, helping setup their presence in India with business functions, Payroll, HRMS Implementation, Vendor Management, Stakeholder Management, Employee Engagement, Onboarding & Offboarding, Audit Activities, Group Medical Insurance Benefit & Grievance Handling.

Responsibilities:

- Active member of leadership team for planning new hires onboarding plans with project onboarding.
- Sending offers to new hires and induction formalities.
- Setting up their compliances for Trinet, I9, work authorization documents.
- Working closely with clients like Goldman Sachs, Fidelity, Morgan Stanley, MistPlay, Mastercard.
- Consultant onboarding with background checks applicable.

- SPOC for all employee related queries.

Wefivesoft Pvt Ltd (03/06/2019 – 29-Feb-2024).

Worked as HR Manager Operations and Leading HR Operations nationally (India Operations) along with HR functions as HRM Policy Formation, Rewards & Recognition, Preparation of Employee Handbook, Payroll, Vendor Management, Stakeholder Management, Employee Engagement, Onboarding & Offboarding, Audit Activities, Group Medical Insurance Policy & Grievance Handling.

Responsibilities:

- Active member of CMMI Level 3 and ISO 27001, ISO 9001 certification and documentation activities.
- Leading the people development initiatives for the work culture in the organization.
- Drive the organization culture and implementation of R&R.
- Support business unit on manpower planning and budgeting.
- Trademark Registration & other compliance related tasks.
- Successfully organized recruitment drives for multiple roles.
- Authorized signatory for signing documents.

Intuitive Technology Partner Inc. 12/2018 – 04/2019)

Previously worked as Talent Acquisition Specialist for Cloud infrastructure & Security domain for their fintech Client Fannie Mae roles. Storage Engineer, Storage Migration Specialist, Storage Manager, Security Architect, Kubernetes Architect, NSX Network Architect, Containers Lead/Manager, AWS Solution Architect, VMware/NSX Engineer/ Architect, Cloud Engineer with Virtualization/SDDC, SDDC Engineer.

Responsibilities:

- Hands on experience in recruitment across various IT Technologies in US Staffing for various locations such as the US, EMEA, APAC & Spain.
- Utilize knowledge of multiple recruiting sources such as Monster, Dice, Bright Moves, LinkedIn, 3rd party vendors, independent consultants and execute various recruiting strategies.
- Partner with hiring managers to understand the skills and background required for each opportunity and provide expert advice and coaching to hiring managers in the recruitment process with regular meeting schedule.
- Develop strong client and candidate relationships & communication.
- Well-versed with Active & Passive Sourcing & Social Media Recruitment Techniques.

Cloudalyze Services LLP(12/2017 – 11/2018)

Previously worked as IT Technical Recruiter (Talent Acquisition Specialist) in “Salesforce Technology” and taking care of entire gamut related to end to end US & India recruitment with data management.

Responsibilities:

- Recruited for following profiles SFDC-Developers, SFDC-Team Lead, Delivery Manager, QA Lead, QA Associate, Graphic Designer, Business Development Executive-India, Business Development Executive-US recruitment etc.
- Talent Acquisition, Talent Management & Employee Onboarding.
- Utilization of Salesforce CRM HRIMS APP, Aavaz APP, ATS & Candidate Tracker Tools.
- Usage of social platforms like Naukri.com, Monster.com & LinkedIn etc.
- Coordination with Technical Managers to understand accurate project-based requirement for skilled resources.
- The outstanding achievement of two successful Recruitment Drive within joining of two months only & on boarding of Delivery Manager within 20 working days of my joining.

Rostris Infotech Pvt. Ltd. (05/2015 – 11/2017)

Previously worked as Manager Recruitment & Corporate Relations in “Java Technology & Linux” handling College Campus Hiring & maintaining professional network with clients, academic organizations & training institutes.

Responsibilities:

- Plan, drive and achieve recruitment targets within the allocated budget as per the predefined model.
- Engage with leadership teams and manage campus hiring.
- Assist in hiring by providing job descriptions, screening & interviewing candidates.
- Raising request for budgeted and non-budgeted manpower against vacant position.
- Manage the talent pool from the educational institutes, training institutes, referral program and industry contacts.
- Team handling experience of recruiters & coordinators.
- Closely working with portfolio leadership for people motivation and development.

IITGJOBS.COM Recruitment Consultancy. (01/2011 – 03/2015)

Worked as Asst Manager HR handling in-house recruitment projects of our esteemed clients in the domain of Telecom, IT, FMCG, Sales & Marketing.

Responsibilities:

- Coordinate with the client team to understand their hiring needs.
- Conduct employee onboarding and help plan training programs.
- Conducting preliminary telephonic interviews, next level and final interviews and document verification.
- Specialization in resourcing and recruitment for all Verticals (IT & Non-IT).
- SPOC for all hiring related concerns for a business unit/client.

Rajiv Gandhi Group of Institutions.(07/2009-07/2010)

Previously worked as Asst. Professor in Computer Department in the following discipline.

Actively participated in cultural committee and placement cell programs.

Discipline: Operating System, System Analysis & Design, Data Structure C++, Entrepreneurship & DBMS.

EDUCATIONAL PROFILE.

Examination	Year of Passing	University
MCA	2009	GGGC/ (RGPV)
B.SC	2006	GGC/ (APSU)
SSC	2003	M.P. Board
HSC	2001	M.P. Board