

Harsha. K

◆ +91 973 888 9199 ◆ harsha2189@gmail.com ◆ Mumbai, India

PROFILE

Accomplished HR Business Partner with a proven track record of driving organizational success through strategic HR initiatives. Adept at crafting and executing innovative HR solutions to address business challenges.

Possessing a deep understanding of talent management, performance management, employee relations, and HR operations, I am committed to fostering a positive, high-performing work culture. My ability to build strong relationships with employees at all levels, coupled with my data-driven approach, enables me to deliver impactful results.

HR SKILLS

- | | | |
|----------------------------------|--------------------------|--------------------------|
| ◆ Employee Life Cycle Management | ◆ Stakeholder Management | ◆ Performance Management |
| ◆ Talent Management | ◆ HR Policy Management | ◆ HR Compliance |
| ◆ Compensation & Benefits | ◆ Payroll Management | ◆ Employee Relation |
-

PROFESSIONAL EXPERIENCE

1. Grab A Grub (Subsidiary of Reliance Retail): India-South Zone, HRBP.

- ◆ Led a team of HR professionals to develop and deliver targeted training programs, resulting in a 15% improvement in employee retention.
- ◆ Collaborated with sales leaders to redesign the sales compensation structure, leading to a 25% reduction in turnover within the sales department.
- ◆ Implemented sales incentive programs resulting in a 20% increase in sales productivity across the business unit.

2. Befree Business Resourcing LLP - HRBP (FTE) - July, 2023 to March, 2024.

Australian company delivering outsourced Financial & Accounting solutions. Befree assisting businesses, improve efficiency and reduce costs by streamlining the back-office functions.

- ◆ Employee Life Cycle Management: Developed and implemented employee life cycle management strategies for a specific business unit, resulting in improved employee engagement and retention.
- ◆ HR Program and Policy Implementation: Led the implementation of new and revised HR programs and policies, ensuring effective communication and training for business unit managers and employees.
- ◆ Compensation and Benefits: Played a pivotal role in structuring and implementing compensation structures, benefits packages, and employee incentives, contributing to a motivated and productive workforce.
- ◆ Workplace Investigations and Grievance Resolution: Collaborated with managers, employees, and legal counsel to conduct thorough investigations and resolve workplace issues and grievances effectively.
- ◆ Performance Review Program Introduction: Spearheaded the introduction of the company's first performance review program, designing flexible and well-received tool that was subsequently adopted company wide.
- ◆ Employee Relations: Successfully resolved sensitive employee relations cases in a timely and confidential manner, mitigating potential legal risks and maintaining positive employee morale.

3. HCL Technologies - HR Business Partner - Sep, 2022 to Feb, 2023.

Hired to assist the Financial Services Vertical (BFSI) Business Unit of the EMEA Location with the development and administration of a wide range of HR processes, systems, and programs.

- ◆ Oversaw the full spectrum of employee life cycle management, ensuring a seamless & engaging employee experience.
- ◆ Provided HR consulting and support to business unit managers, facilitating the effective execution and delivery of HR programs and policies.

- ◆ Cultivated a collaborative and open-door environment within the Accounts department, fostering positive communication and contributing to a remarkable employee retention rate.
- ◆ Negotiated remuneration packages, including dozens of sign-on bonuses and relocation packages, for both exempt and non-exempt employees.
- ◆ Effectively managed, reviewed, and maintained incentive plans for selected Accounts, driving employee motivation and performance.
- ◆ Handled the daily administrative aspects of HR operations for the Business Unit, ensuring smooth and efficient functioning.

4. WIPRO Technologies. Aug 2010 -Sep 2022

HR Business Partner:

- ◆ Employee Life cycle management in Business Unit.
- ◆ Support and work closely with Leadership and employees, providing HR guidance reflecting the business objectives of the Business Unit.
- ◆ Decipher the business strategy and objectives into goals, plans and tactics that are aligned with Business needs, while assuring compatibility with company's values, ethics and policies.
- ◆ Advice & Coach employees and managers regarding HR issues, practice and policy including employee relations, performance management, facilitation of formal/informal complaints to resolution, disciplinary actions and terminations.
- ◆ Manage and resolve employee relation issues by conducting effective, thorough and objective investigations.
- ◆ Maintain knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance.

HR Operations.

- ◆ Administered compensation, Benefits & Performance management systems.
- ◆ Collecting Time & Attendance records for payroll and benefits processing.
- ◆ Support key HR processes (e.g., compensation and performance reviews) by consolidating data, updating charts, and preparing reports.
- ◆ Assemble, prepare, analyze and share employee data reports with Business stakeholders & functional groups.
- ◆ Develop & deliver HR metrics reports and presentations to management and Leadership, including monthly or quarterly HR operating review correspondences.
- ◆ Develop workforce metrics and reporting dashboards/scorecards tied to business performance and workforce planning strategies.

ACCOMPLISHMENTS

- ◆ Supported the implementation of a company-wide performance management system that increased the frequency and effectiveness of employee appraisals.
- ◆ Played a pivotal role in onboarding over 100 employees, improving the first-year retention rate by 12%.
- ◆ Collaborated with management to refine job roles and descriptions, leading to a more efficient organizational structure and a 10% increase in employee clarity and role satisfaction.
- ◆ Designed an exit interview protocol that uncovered critical retention factors, slashing turnover rates by 15% through targeted action plans.
- ◆ Initiated a regular review process of company policies, which aligned the workforce with current legal standards and minimized violations.
- ◆ Delivered comprehensive quarterly reports on employee relations metrics, enabling leadership to make informed decisions regarding workforce management and policy adjustments.

EDUCATION & CERTIFICATIONS

Carlton Advanced Management Institute - PGP in Human Resource (HR).
Bangalore University - Bachelor of Commerce (B. Com).

HR Certifications:

- ◆ Strategic People Management - IIM Calcutta.
- ◆ Licentiate in HR Business Partner – World HR Board.
- ◆ CHRBP (Certified Human Resources Business Partner).
- ◆ CPCD (Certified Performance & Competency Developer)
- ◆ CCBM (Certified Compensation & Benefits Manager)
- ◆ CPS (Certified Payroll Specialist).
- ◆ CHAMP (Certified HR Analytics & Metrics Professional)

OFF NOTE

Computer Skills:

- ◆ SAP Success Factors - EC (Employee Central)
- ◆ HRIS applications (ADP, Darwin Box, Workday, & Zoho People & Payroll)
- ◆ MS Office (Word, Advanced Excel, PowerPoint, & Outlook).