



DEEP AMBIKE

HR Professional with 10+ Years of Experience in various Gamut of People Management

CONTACT



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PERSONAL DETAILS

Nationality: Indian
Visa Status: Indian Residency
Languages: English, Hindi & Marathi
Date of Birth: 20 March 1991
Marital Status: Married

ADDITIONAL SKILLS

- Resume Writing
- Blogging, Content writing
- Exploring AI tools for various learning.
- Creating digital content using tools like Canva, Powtoons etc.

thinkbridge CAREER PROGRESS

- 3 **Associate Director - Talent**
Aug 2020 to Present
- 2 **Senior Manager People**
Nov 2019 - Aug 2020
- 1 **Senior Manager - Talent Ops**
Oct 2018 to Nov 2019

thinkbridge ACHIEVEMENTS

- Prepared and delivered onboarding documentation and PPTs, introducing VR Space onboarding.
- Spearheaded addressing employee grievances, successfully handling critical cases without financial or reputational impact.

PROFILE



An accomplished Talent Acquisition professional with over a decade of robust experience in the HR sector within Information Technology and General Management. Significant contributions in Talent Acquisition, Stakeholder Management, Liaisoning, Negotiations, Vendor Management, and Contracting have marked my career.

CORE COMPETANCIES



- Stakeholder Management
- Leadership Engagement
- Vendor Management
- Advanced MS-Office
- Strategic Planning & Execution
- Talent Scrum.
- Contact Hiring Management
- Forecasting and manpower planning
- Talent Acquisition
- Head-hunting
- Negotiations
- Forecasting
- Interviews and Culture Fit Management
- Budgeting and Costing for Talent

HOBBIES



- Photography,
- Flute and Synth,
- Reading, Blogging
- Badminton, Cricket
- Listening to audio-books
- Learning Technology

PROFESSIONAL EXPERIENCE

thinkbridge™ thinkbridge Software Pvt. Ltd
Associate Director - Talent

I typically handled a wide range of responsibilities within the human resources department. Here are some of the key functions:

- Onboarding
 - Prepared and delivered onboarding documentation and PPTs to ensure culture match is made.
 - Introduced a VR Space onboarding for short duration in between.
- Employee Relations:
 - Addressing employee concerns and grievances - Spearheaded addressing greivances of employees both on-prem and virtual setting. Handled couple of very critical cases succesfully without any financial or reputational impact on company.
 - Mediated conflicts between employees.
 - Promoting a positive workplace culture with inclusion and diversity
- Compensation and Benefits:
 - Designed a input format for payroll processing in excel reducing calculation time by almost 30-35%
 - Managed employee benefits programs with rewards and recogition program, meal cards, NPS introduction.. Automated points redemption system which is yet to be applied.
- Training and Development:
 - Identifying training needs in liaison with PUs and DUs.
 - Supporting career development initiatives and collaborate with Training team for ideation of new trainings

- Designed a payroll processing format in Excel, reducing calculation time by 30-35%.
- Developed and managed employee benefits programs, including rewards, meal cards, and NPS introduction.
- Conducted performance appraisals using a new decision-tree system and core value evaluation.
- Achieved "Great Place To Work" certification by developing and updating HR policies through extensive research.
- Led a team of 80+ recruiters for a client and 10+ recruiters internally, reducing cost-of-hire by 22,000 per hire and time-to-hire from 18 days to 12 days with advanced tools and AI-based platforms.
- Achieved a rating of 4.77/5 on onboarding and induction rating. Ensuring that onboarding process is smooth and detailed
- Authored Hypercharged Hiring Playbook that helps to easily identify strategies to use during different situations for hiring, proformas, SOPs, Backwork Planning for manpower etc.
- Coached 100+ Technical Recruiters in various countries

R3 CAREER PROGRESSION

1 Regional Manager
Dec 2017 to Aug 2018

R3 ACHIEVEMENTS

- Established office and with 4 recruitment, 2 sales and marketing and 1 operation head, generated revenue of 53 lacs in 1 period of 6 months

Omm IT Solution

1 Talent Acquisition Specialist
Aug 2016 - Dec 2017

Omm IT Solution ACHIEVEMENTS

- Orchestrated the recruitment and onboarding of over 80 resources, contributing to a robust and skilled workforce.

- Performance Management:**
 - Conducting performance appraisals - Designed new decision-tree system with help of Practice & Delivery Unit Leads to ensure fairness of evaluation.
 - Used core value evaluation using weighted average
 - Measurement - Employee Net Promoter Score through surveys
 - Enabled career progress according to evaluation systems
- Compliance and Policy Management:**
 - Ensuring adherence to Audit compliances where all actions are visible and justifiable.
 - Developing & Updating HR policies through extensive legal & moral research of best practices. We were able to achieve "Great Place To Work" certification on first go.
 - Developed compliance systems like Demand Forecast and Management Sheet, Zoho People access sheet etc.
- HR Administration:**
 - Ensured all employee records were up to date & designed analytics dashboard to make better decisions
 - Spearheaded discussions on purchase of various HRMS doing thorough analysis on ROI and comparative analysis
 - Preparing HR reports & analytics for Leadership to help in quicker decision making
- Health and Safety:**
 - Implementing workplace safety programs - POSH, Diversity trainings and even conducted POSH Training twice for employees as well as IC members
- Recruitment**
 - Develop & implement strategies for a consistent candidate pipeline & strategic hiring.
 - Lead ideation sessions & mentored a team on novel hiring strategies to boost inflow.
 - Ensure brand consistency in all external communications and engage with stakeholders for negotiations and strategic discussions.
 - Act as a liaison between departments for recruitment process improvements and oversee process enhancements within budget for profitable outcomes.
 - Design and lead Learning and Development (L&D) and mentorship programs, including partnerships with third-party vendors for training needs.
 - Draft SLA contracts for third-party and freelance developers, ensuring legal compliance.
 - Enhance productivity with optimal Sourcing Intelligence support and coordinate hiring processes with the Delivery Technical Team.
 - Oversee strategic onboarding and induction for new hires.
 - Lead a team of 80+ recruiters using advanced tools and AI-based platforms, reducing cost-of-hire and time-to-hire, achieving significant cost and time savings.



R3 management Solution

Regional Manager (Consultant - 1 Contract of 9 month)

I played a pivotal role in the inception of the R3 Management office, undertaking the responsibility of setting up the entire infrastructure. This encompassed the development of comprehensive policies, the establishment of stakeholder relationships, and the formulation of standard operating procedures (SOPs). My key contribution was in providing strategic advisory services to facilitate the seamless launch of a new branch. In this capacity, I navigated through the intricate process of designing and implementing office protocols, collaborating with vendors to establish efficient partnerships, and meticulously crafting SOPs to ensure optimal operational efficiency. This advisory role demanded a keen understanding of organizational dynamics and a strategic approach to address the challenges inherent in establishing a new operational hub.



Omm IT Solution (Contract Role - 3 contracts of 6 month)

Talent Acquisition Specialist (Sr. Team Leader), (US IT Recruitment)

Talent Acquisition and Resource Management:

- Employed various platforms such as Monster, LinkedIn, Dice, Career Builder, Hot Jobs, Indeed, and company careers forums for sourcing resumes.
- Utilized Taleo for direct hiring, conducting comprehensive HR rounds, aptitude tests, and thorough background verifications and reference checks.
- Efficiently allocated resources to projects using Inert ATS Systems, ensuring optimal utilization and responsiveness to project needs.
- Implemented tools like Hunter IO and Prophet for expedited correspondence and information retrieval.

- Revitalized a challenging and inactive client relationship, resulting in three successful hires.
- Achieved remarkable revenue outcomes, generating over \$2,600 per hour for contract roles and exceeding \$200,000 annually for permanent positions.
- Led the grooming and management of an 11-member team for two 'Fortune 500' clients, ensuring seamless operations and client satisfaction.
- Recognized for exceptional performance with the "Most Candidates Placed" award by the Director of Operations, underscoring a commitment to excellence.

ABM CAREER PROGRESSION

1 **Manager - HR Operations and Talent Acquisition**
Oct 2015 - July 2016

ABM ACHIEVEMENTS

- Being a very fresh startup, we hired more than 15 people.
- Spearheaded on the new idea of a collaborative E-Commerce website. Helped in designing formats, referral adverts, r channel network.
- Designed channel partnership & set targets for the sales teams with help of Sales SMEs.
- Provided assistance in product pricing through analytics

iPlace Career Progress

1 **Associate Recruiter - US IT**
Jul 2015 - Aug 2015

I PlaceUSA ACHIEVEMENTS

- 2 Placements in a month.
- Consistent ratio of 2 end client submissions everyday.
- Handled 3 Clients for IT and Non-IT roles (Majorly IT)
- Consistently achieved a target of 20 calls/day.

Project Leadership and CRM Expertise:

- Led teams in the successful execution of three major client projects for hiring.
- Proficiently utilized CRM software including Bullhorn, HubSpot, and Zoho for streamlined hiring project management.

Reporting and Documentation:

- Demonstrated proficiency in understanding and adhering to SLAs, preparing ad-hoc reports, templates, contracts, and process flows.
- Utilized tools such as Ms. Word, Ms. Excel, Google Spreadsheets, and Ms. Ppt for documentation.
- Leveraged MIS systems and the company's HR Information System for efficient data updates and reporting.

Training and Development:

- Conducted comprehensive training sessions for teams on CRM, VMS, and ATS software.
- Provided training to newcomers on Boolean Searching, Normal Searching, Basic US Geography, work ethics, and professional etiquette.

Retention, Appraisals, and Payroll:

- Implemented strategies for candidate retention through renegotiating offers, introducing new benefits, and addressing grievances both internally and for clients.
- Drafted appraisal forms for candidate evaluations.
- Managed attendance through Nimble Schedule and provided essential inputs to the payroll team for processing.



ABM Technologies, Kalewadi, Pune (Discontinued)
Manager- HR, Operations and Talent Acquisition



ABM Technologies, an entity of the ABM Group, draws upon 13 years of successful operations in Power Electronics, Travel and Tourism, Automobile Spares, Homemaker Services, and Technology partnerships.



1. Guided by ABM Group's leadership, the company achieved a remarkable tenfold growth in the last 5 years, positioning ABM Tech. as an e-commerce and IT development firm specializing in IT Solutions, E-commerce, and Production.
2. In my role, I oversaw internal talent acquisition and conducted HR interviews, leading a team consisting of 2-3 Talent Acquisition Team Members and 4-5 interns.
3. Formulated strategic initiatives for the HR department and employee welfare, contributing to a conducive work environment.
4. Played a pivotal role in hiring salaried and wages-based workers across all plants and distribution channels, specifically heading Talent Acquisition and HR Operations programs for Maharashtra in a significant E-commerce project undertaken by the company.
5. Managed comprehensive HR operations, including recruitment, selections, interviews, performance monitoring, career planning, daily HR work-plan, leave management, appraisal management, succession planning, and employee engagement.



IPlaceUSA

Associate Recruiter - US IT.

IPlace USA is an offshore RPO who recruit for American companies. It is of the very renowned company working with many fortune 100 and 500 clients. IPlace boasts a portfolio of around 300+ clients

Responsibility :

- Sourcing profiles,
- Conducting screening,
- Conducting HR rounds,
- Pay-rate negotiations,
- Interview scheduling, follow-ups and closure.
- Conducting Culture Fit Rounds
- Completing Documentation for Public Trust Clearances
- Suite, Dice, Monster, Linked in, Net Temps, Career Builder, Daxtra etc.

I worked there on 3 clients majorly, Alpha Consulting, Velocity and BMS (UHG)

AEC CAREER PROGRESSION

Consultant - HR
Aug 2013 to Jan 2015

AEC ACHIEVEMENTS

- Designed Policies around labor Laws. Made a lot of corrections to the existing policies as the number of employees had exceeded 25 people.
- Designed the new rewards and recognition system.
- Filed Challans and Salary sheets with less than 5% error ratio in 2 years.

TOOLS AND TECH

- Applicant Tracking Systems (ATS),
- Vendor Management Systems (VMS)
- Recruitment Crawling Tools - Import.io ,prophet, Boolean king, etc.
- Job Boards (US) - Daxtra, Dice, Monster, Net-Temps, Hot Jobs, Career Builder, Linked-in, indeed
- (Indian) Monster-India, Naukri, IIM jobs, Indeed, Linked-In, Shine,, Times-Jobs.,
- Ms-Office,
- Powtoons, Toonly, Canva Design
- Photoshop (Basics),
- HTML/CSS (Learning)
- Python Programming (Learning)

PROJECTS

- Study of the overall impact of 'Make in India' movement on HR policies in India-Primary Research (Study was done for my Post-Graduation research project)
- Analysis of the current situation of MICE Tourism in Pune and scope for its growth (Secondary study - Desk Research) (Study was done for Graduation research project)

Arya Electronics and Controls Pvt. Ltd. is an industrial firm, producing control systems, panels, and controllers for industrial hardware. With a team of around 40people (including daily wage workers), the company has gained a lot of recognition in heavy equipment's control-panel manufacturing

- Lead the team of 3 members to re-engineer the policies of the company in accordance with the Factories Act and other statutory laws
- Introduced an entirely new concept of employee engagement and well-being along with a lot of reward recognition programs in the company. ·
- Designed the Monthly Recognition Program for the company.
- Conveyed meeting regarding policy changes and addressed issues regarding policies
- General Operations of day to day work, payroll calculation using custom software.

ADDITIONAL EXPERIENCE



Hotel Ista by IHHR Group (Now Hyatt)
May 2011 - September 2011
Management Trainee



- 1.Orchestrated operations across six key departments at Hyatt, spanning Housekeeping, Service, Food Production, Room Division Management, Human Resources, and Purchase and Allocations.
- 2.Led the provision of services for large-scale parties, buffet events, and gatherings within the Hyatt establishment, ensuring impeccable service delivery.
- 3.Headed Out Door Catering events, extending catering services beyond the confines of Hyatt and showcasing adaptability in diverse catering environments.
- 4.Demonstrated meticulous oversight in material allocations, aligning resources with requisitions to streamline operational efficiency.
- 5.Took charge of talent acquisition initiatives, organizing hiring drives, and overseeing the documentation of HR-related information to maintain a robust and well-staffed workforce

EDUCATION



- LLB 3 Yrs - Pursuing (Savitribai Phule Pune University) - Sept 2024 - Ongoing)
- MBA (HR) - (Savitribai Phule Pune University) Completed in 2013 to 2015 - Distinction (70.53%)
- BHMCT (Savitribai Phule Pune University) - Completed in 2009 - 2013 - First Class (60%)

CERTIFICATION



- Train the trainer - Gender Sensitisation, Diversity, Inclusion & POSH (CPD Accr.No - 22381)
- POSH Trainer (HRCI Certif. No, SHRM-CP and SCP, PRO Touch Certif No. - PRO/23/03/02/01)
- Six Sigma (Green Belt) - Asian Institute of Quality Management (Does not expire)
- Training Certification (US Recruitment) - IPlace USA
- Certification in Indian Payroll - Levels 1 and 2 (PREHR)
- Certification in Recruitment for IT Recruitment Professionals (Bright Boost)
- Certification in advanced Excel, use of AI, and advanced formulation (Learn AND Excel)
- Certification Masters Program (Ongoing) - SQL, PowerBI, Advance Excel using Prompt Engineering, Python.