

# Nutan Mehta

## Human Resources Specialist

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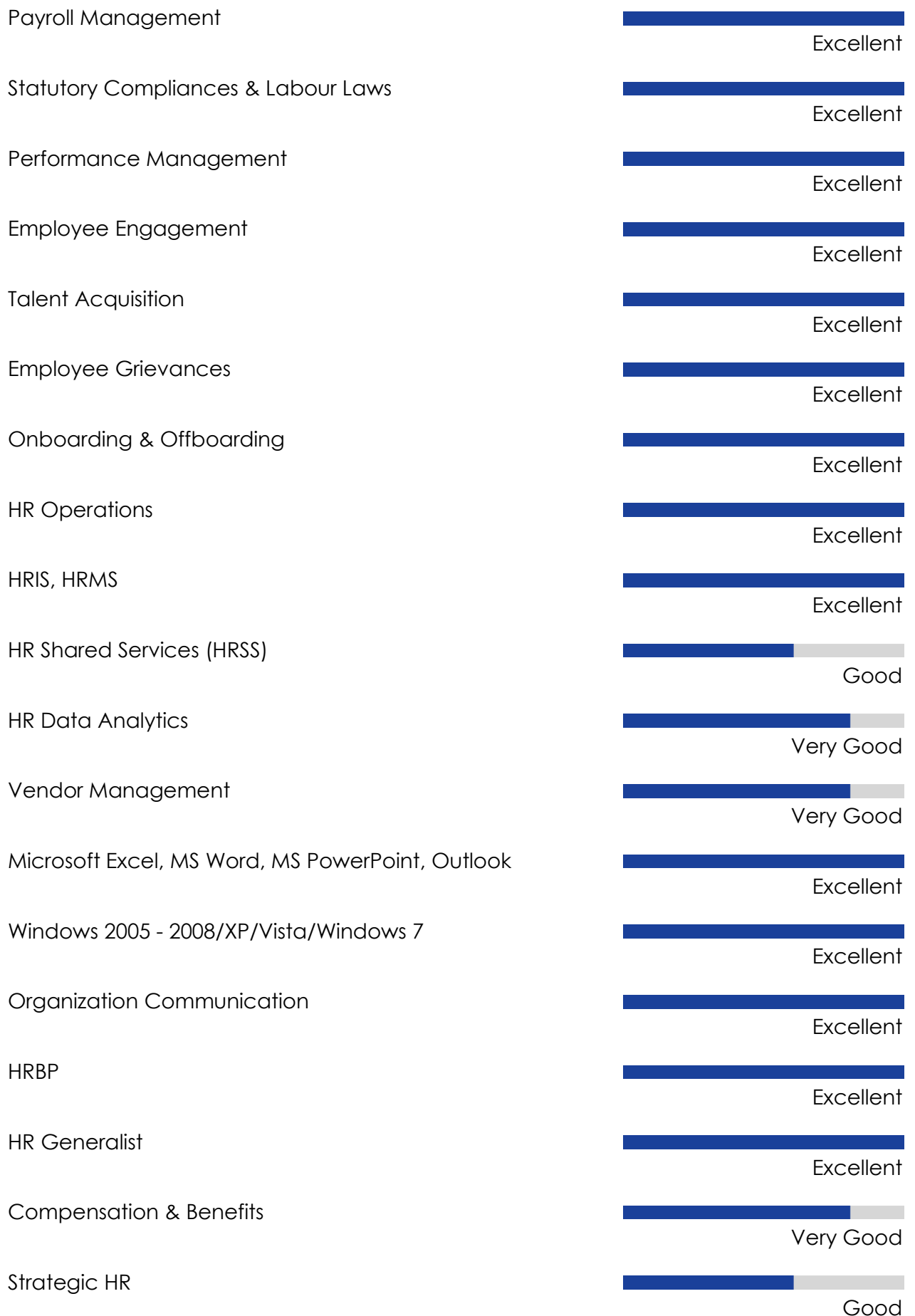
- Goal-oriented Human Resources Specialist with **10 years** of experience in Human Capital Domain (**Strategic HR Program Designing & their execution, Compensation & Benefits, Workforce Management, Process Compliance, Staffing & Recruitment, Policy Development & Implementation, Payroll Management**)
- Extensive exposure in **designing & implementation of HR Programs /Initiatives like: Development & Implementation of key HR Systems (Salary, Claim, Time, Leave, Travel & Recruitment); HR Consulting; Employee Engagement Surveys; Manager Effective Measurement, Strategic Sourcing Initiatives, Vendor and Contractor Selection Process.**
- Involved in end to end **Employee Life Cycle Management**
- Extensively worked upon **Statutory and Labour Laws** related to **Provident Fund (PF), Employee State Insurance (ESI), Labour Welfare Fund, Professional Tax, Gratuity, Taxes etc.**
- Ensured Employee's adherence to **Code of Conduct, POSH (Policy on sexual harassment) & IT Security compliance.** Have been the Presiding Member of POSH committee.
- Involved in devising budget and analyzing the overall cost of sourcing, vendors, contractors.
- Involved in **Contractor, Vendor Management, Preparing Master Service Agreement (MSA), Non Disclosure Agreement (NDA) & Statement of Work (SOW).**
- Extensive exposure in **Organization Policy Development, Implementation & Revision, Identifying the training needs, Key Responsibilities Area (KRAs) Defining, Performance Appraisal , Training and Probation Confirmation, Employee Grievances handling , Vendor Management and Client Interaction.**
- Identified the need for changes in the Processes, **Policies, Salary Structures , Bonuses** and complying with **Regional Statutory Requirement and Regional Policies.** Proposing the need of changes to the Executive Management/ Board of Directors and getting it implemented effectively.
- Extensively involved in managing- **Salary and Compensation, Payroll Processing, Performance Management , Timesheet Management, Leave Management, Onboarding and Off-boarding Process.**
- Extensively involved in **Resource Management, Client Interaction, Recruitment lifecycle, Talent Acquisition,** negotiation, convincing candidates, **offer processing, offer rollout,** follow ups, Bulk hiring, Campus Drives etc.
- Ensured transparent and timely **communication to stakeholders** concerning process risk, proposed changes, strategic needs and opportunities to establish best-in-class operations
- Acted as an interface between the HR teams & leadership (**HRBP**) to ensure effective communication and implementation of processes, policies and initiatives.



### Skills

Policies Formulation, Update & Implementation

Excellent





## Work History

2022-04 – Till  
Now

### Human Resources Specialist

Aiprus Software Private Limited, Gurgaon

- Driving entire HR program and procedures. Helping in building organization HR structure, contributing in Policies identification, formulation & implementation, HR Systems Development, Employee Lifecycle, Employee Engagement, Employee Relations, Grievance Redressal Mechanism, Performance Appraisal (PMS), Payroll, Statutory Compliances and Labour Laws, Compensation & Benefits, Onboarding & Offboarding etc

2020-03 -  
2021-02

### Lead Human Resources & Talent Acquisition

ARI Network Services Inc, Gurgaon

- Organization Policy- Reviewing existing policies and procedures to make recommendations for enhancing work productivity. Taking Care of Policy Formulation, identifying the need of Policy Revision, Ensuring Implementation of Policies. Partnering with senior leadership to establish and develop corporate and HR policies and procedures.
- Performance Appraisal- Contribution to annual performance appraisals by working with supervisors to achieve consistency and compliance with established procedures. Initiating Performance Appraisal Process, Meeting Deadlines of Closure, Defining the KRAs, KRA discussion with managers/supervisors, Rating and hike discussion with management
- Employee Engagement- Conducting Fortnightly Townhall sessions- highlighting key organization achievements, Project milestones, conducting Knowledge Sharing Sessions, Weekly Fun Activities and Festive Celebrations
- Talent Acquisition- Regular followups with stakeholders and managers on sourcing needs. Planning and managing recruitment activities for new hires using strategic personnel, staffing and position management practices. Reviewing and screening applicant resumes to identify qualified candidates. Interview coordination with the panel, Salary determination and negotiation, Offer Rollout, Recruitment Vendor management.
- Compensation and Salary Management- Preparing the Salary Bands, Aligning the employees as per the salary band, Identifying the need of salary corrections, Monthly Salary processing, keeping the record of various shift allowances, relocation allowance, joining bonus, incentive, arrears, deductions and other components. Educating employees on various statutory components, salary structures, Taxes & Exemptions.
- Onboarding and Offboarding Process- Managing the entire onboarding processing of New Joiners starting with Induction, Documentation, PF, Insurance and ID creation. Taking care of Exit interviews, Issuing Relieving and Experience letters, Full and Final Settlements. Involved in Contractor onboarding/offboarding. Preparation

of Master Service Agreement (MSA), Non Disclosure Agreement (NDA), Statement of Work (SOW)

- Conflict Management & Grievance Handling- Liaising between management and employees to deliver conflict resolution, alleviate problems & providing solutions. Advocating for staff members and counsel supervisors to identify and resolve conflicts. Analyzing issues and employing improvement processes
- Data Management- Using HRIS/HRMS systems like ADP, SharePoint & ServiceNow for employee data management. Generating Dashboards and Reports using HR Analytics. Presenting weekly HR dashboards to stakeholders. Directing the control, protection, extraction, compilation, analysis and integrity of HR data in connection with local HR Systems, including the development, documentation, communication and enforcement of data quality check procedures

2011-07 -  
2020-03

## **Manager HR**

Input Zero Technologies Pvt Ltd, Gurgaon, Bangalore

- Organization Policy- Taking Care of Policy Formulation, identifying the need of Policy Revision, Ensuring Implementation of Policies, Employee Grievance handling regarding the Policy
- Performance Appraisal- Initiating Performance Appraisal Process, Meeting Deadlines of Closure, Defining the KRAs, KRA discussion with managers, Rating and hike discussion with management
- Employee Engagement- Ensuring continuous interaction of Managers with the reportees, identifying the pain points and training and development needs, conducting employee satisfaction survey and identifying the improvement areas, providing monthly rewards and recognition, conducting fun activities, festive celebration, team outings. Devising the strategy for continuous interaction with Ex-Employees and asking for their suggestion/feedback towards the upliftment of organization. Proposing plans and reviewing the strategy for employee retention and decreasing the attrition
- Compensation and Salary Management- Preparing the Salary Bands, Aligning the employees as per the salary band, Identifying the need of salary corrections. Monthly Salary processing, keeping the record of various shift allowances, relocation allowance, joining bonus and other components to be paid monthly. Preparing Investment Declaration Forms, updating actual investment details on financial year end
- Resource Management- Interaction with Clients for the requirement gathering, Identifying the resources from current pool, mapping the resources for the requirement, analyzing the need of recruitment while mapping with cost and budget
- Client and Vendor Management- Managing Clients for employee project initiation, project onboarding, managing vendors for recruitment needs, employee background verification etc
- Onboarding and Offboarding Process- Managing the entire onboarding processing

of New Joinees starting with Induction, Documentation, PF, Insurance and ID creation. Taking care of Exit interviews, Issuing Relieving and Experience letters, Full and Final Settlements. Involved in Contractor onboarding/offboarding. Preparation of Master Service Agreement (MSA), Non Disclosure Agreement (NDA), Statement of Work (SOW)

- HR Team Management- Handling the team of Recruiters and HR Executives. Ensuring Timely compliances of all the HR and recruitment activities
- Recruitment- Sourcing the profiles from various Job Portals (e.g Naukri.com, Monster.com, Timesjob, Shine.com, Indeed, TechGig.com, iimjobs, hirist.com etc), Social Networking Sites (e.g LinkedIn, Facebook, glassdoor etc), Job Postings, Internal References, Database etc. Validating the resumes by talking to the candidates. Interacting with the Technical Team for the interviews of the sourced candidates. Prioritizing the requirements and interviews. Conducting the interviews, getting the feedbacks of the interview. Interacting with Business head to make the strategy of future requirement. Creating a pipeline for the niche requirement. Requirements Worked upon: BMC Remedy, ServiceNow (SNOW), HPSM, ADDM, BPPM, BPM, BEM, Control-M, SAP BO, Java, Dot Net, PL/SQL, Linux, Solar Wind, Sales, HR, Recruiter, Administrator etc.

2011-02 -  
2011-06

## **Recruitment Executive**

ARCHELONS Consulting Pvt Ltd, Gurgaon

- Involved in Sourcing of the profiles from various Job Portals (e.g Naukri.com, Monster.com)
- Sourcing the right candidates for the requirement
- Sharing the profiles with the clients
- Follow up with the candidates for Interviews
- Regularly following up with the candidates to ensure their joining.



## **Education**

2009-06 -  
2011-02

### **MBA: HR & Marketing**

Graphic Era Deemed University - Dehradun, Uttarakhand

GPA: 71%

2006-05 -  
2009-05

### **Bachelor of Science: Biotechnology**

Hemwati Nandan Bahuguna Garhwal University - Uttarakhand

GPA: 74%

2004-05 -  
2005-05

### **12th**

Uttarakhand Board - Pithoragarh, Uttarakhand

GPA: 72%

2002-05 -  
2003-05

**10th**

Uttarakhand Board - Pithoragarh, Uttarakhand

GPA: 74%



## Accomplishments

- Awarded "Foundation Pillar" of the organization
- Awarded with "FAB"; Friend, Associate and Beneficiary Award in Current Company.
- Successfully closed positions on niche technologies like Remedy, Servicenow
- Scholarship holder in Post-Graduation.
- Received **First Prize** at college level in debate competition
- Participated in quiz competition at school and college level
- Participated in Science Competition at college level
- Participated in Science Conclave held at ONGC, Dehradun
- Attended First National Science Conclave held at IIIT Allahabad



## Languages

English

Excellent

Hindi

Excellent



## Additional Information

Internship:

Industrial training on "Training and Development" in Akums Drugs And Pharmaceutical Ltd. Sidcul, Haridwar for a period of two months.

Strength:

Flexible, Good Listener, Patient, Quick Learner, Good in Communication, Optimistic, Punctual and Sincere.



## Certifications

Certified on "Strategic Human Resources" by LinkedIn Learning

Certified on "Employee Engagement" by SHRM

Certified on ISO/IEC 27001:2013 for "Internal Auditing for Information Security Management System" by TÜV SÜD South Asia Pvt Ltd