

## EDUCATION

### DEVI AHILYA VISHWAVIDYALAYA

*Master of Business Adm (In HR & IT)*

Indore, India  
Aug '18– Sep '20

### MEDICAPS INSTITUTE OF SCIENCE AND TECHNOLOGY

*Bachelor of Engineering in Information Technology*

Indore, India  
Aug '14– Jun '18

## WORK EXPERIENCE

### BNY (A Global Financial services company)

*Team Lead - People Services, HR*

Pune, India  
Aug '24 – Present

- Lead a team of 6 people to drive internal talent mobility, enhance workforce agility & process senior management movements.
- Align organization's hiring strategies to enable employee retention & promote their career growth.
- Collaborate with Comp & Ben, HRBPs, TAs & business leaders, ensuring a seamless end-to-end recruitment process from strategic sourcing to offer acceptance and fulfil the business needs.
- Understand internal transfer challenges & streamline mobility processes to reduce the position closure time from 70 to 40 days.
- Closed 130 positions since Oct'24 till date, achieving an internal closure rate of 30% (highest so far compared to previous leaders).

### SIEMENS ENERGY (A Global company leading Energy Transformation)

*Executive – HR Operations*

Pune, India  
Apr '22 – Jul '24

- Front led the entire gamut of employee lifecycle from hire-to-retain, ensuring HR operational excellence.
- Single POC for delivering HR services to 900 employees, resolving avg. 50+ daily HR cases.
- Implemented strategic HR initiatives focused on employee retention, talent mobility, and ensured global HR policies compliance.
- Defined yearly budgets for engagement activities such as operational meetings, cultural events, and annual family days.
- Collaborated with HR Shared Services (HRSS) team to ensure accurate payroll processing along with F&F settlements.
- Addressed monthly communication meetings, town halls & special events to foster company's communication transparencies.
- Ensured one day setup readiness for new hires (laptop, welcome kit, seating, and accessories).
- Delivered onboarding & induction programs with record of more than 500 employees in 2 years.

### ASCENDION, previously Collabera (A Global Provider of Talent Solutions)

*Executive – HR*

Vadodara, India  
Jul '21 – Apr '22

- Managed pre-boarding, onboarding, and induction for 200+ employees, enhancing employee experience.
- Improved functioning of Oracle HCM Fusion tool, to smoothly handle HR topics for workforce of 1,700+ employees.
- Prepared critical MIS reports and dashboards to reflect different team's employee strength, attrition rate, attendance and other data.
- Developed 5 Standard Operating Procedures (SOPs) to optimize HR workflows while improving efficiency.
- Recognized as "Outstanding Performer" (2021) for excellence in HR operations and process optimization.

### PATH INDIA LTD (A leading Construction & Infrastructure company)

*HR Officer*

Indore, India  
Jul '18 – Jun '21

- Managed HR for employees deployed at different sites across India.
- Administered a ₹5+ crore annual payroll, ensuring accuracy and compliance with labour laws.
- Implemented performance management frameworks, improving workforce efficiency and goal alignments.
- Got an early performance-based promotion from the role of HR Executive to HR Officer in a time frame of 2 years.

## ADDITIONAL INFORMATION

### Extracurricular Activities

- Led Social & Cultural Committee in Siemens Energy to enhance employee engagement organizing large-scale events, including annual family days with 1,250+ participants.
- Member of Corporate Social Responsibility.

### Technical Tools & Certifications

- Eightfold (Talent Acquisition), Oracle HCM (Employee Management & MIS), Workday (Employee lifecycle)
- Lean Management
- In progress: SHRM SCP ®

### Languages

- English (Fluent), Hindi (Fluent)