



Varsha Tomar
9205499243/varshat89@gmail.com

----- PROFILE SUMMARY-----

A progressive, result oriented HR professional with 11 years of experience in:

~ Talent Acquisition & Management ~ Employee Relations & Welfare ~ Performance Management
~ Compliance & IR ~ Policy Formulation & implementation ~ Rewards & Recognitions.
~ OD Interventions ~ Strategic HR

- Competent in managing Team, ensuring employee welfare, managing retention & achieving targets of the organization.
- Proven skills in cementing healthy relationship with the employees for generating business & leading workforce towards accomplishing business & corporate goals.
- Proven skills in developing & implementing training & managing communication for brands including all above the line & below the line activities
- Expertise in Talent Management (Talent Acquisition, On-boarding, Rewards & Recognition, Performance Management, Workforce planning, Capability building & succession planning, attrition management, Policy Formulation, Employee Engagement & welfare, Exit Processing).
- Proven interpersonal, communication & presentation skills, with the capability to work under pressure.
- Understand the Business in order to engage and partner closely with the business to evolve and drive HR programs and initiatives aligned with the business requirements

Experienced Areas:

Talent Acquisition : (Sourcing, screening, interviewing & Onboarding)
Talent Management : PMS, Employee Benefits & Welfare, Leave & Attendance
L&D : Skills Enhancement
Compensation & Benefits : FNF Calculation, Exit Processing, Exit interviews, Medical insurance renewal and negotiation.
Organizational Welfare : HR Policy formulation & Employee Engagement, Attrition Management
Vendor Empanelment : Vendor Empanelment & Management, Liasoning, Channel Partner
Team Management : Team motivation, team management & coordination

----- AREA OF INTEREST-----

Human Resource (Generalist & Business Partner) | Talent Management | Employee Relations | Performance management | Strategic HR Management | Compliance and IR | Budgeting and Forecasting | Change Management and OD Interventions | Learning & Development | Exit Management | HR Analytics and Transformation | Compensation and Benefits.

Professional Experience:

Team Computers Pvt Ltd: (IT Hardware, HP, Dell, Lenovo, Apple, Cloud, Data center)
Team Lead – Talent Acquisition (Hiring Lead, Business Partner, Strategic Partner, Talent partner) (21st March 22 to 7th Nov 2022)
Reporting to CHRO

Responsibilities:

- **Building partnership with business leader(s) and contribute towards strategic business conversations by having a strong business know how.**
- Understand the Business in order to engage and partner closely with the business to evolve and drive HR programs and initiatives aligned with the business requirements
- Ensured Process reviews to drive efficiency.
- Partnered with business in talent development as a part of transformation journey through - Identifying Critical roles and creating a talent pipeline plus internal capability within the Business to mitigate risk and plan succession
- Ensuring effective and engaged communication of all HR policies amongst all stakeholders customized to Business. Quarterly presentation of Retention /Talent development/exception/ disciplinary cases to business heads with action items to show improvement month on month.
- Driving People connects across in close partnership across all COEs (Talent Attraction & Acquisition, Talent Transformation, PMS, Engagement, etc.) to ensure seamless execution of talent initiatives across businesses.
- Ensuring 100% Data accuracy in partnership with Darwin Box and HR BP.
- Design and deploy strategies for controlling attrition in lieu of the market trends through tactical thinking.
- Enduring high performing teams: review performance and weed out non-performers.
- Design and deploy strategies for controlling attrition in lieu of the market trends through tactical thinking

Jabra Connect India Pvt Ltd: (Jabra Headsets, Speakers, IT Infrastructure, System Integration, IT Hardware Solutions, OEM & AV Solutions)

Assistant Manager – HR Business Partner (PMS, Recruitment Lead, T&D, Employee welfare, R&R, Employee grievances, HRIS, MIS, Analysis) (1st April 2020 to 11th March 22)

Sr. HR Recruiter – (July 2016 to 31st March 2020)

Responsibility:

- My role is to aligns employees to business objectives and enable top line & bottom line growth by helping recruiting the right talent, enhancing employee performance, supporting employee development, planning strategic HR initiatives, running communication and role orientation processes, designing succession plans in partnership with COEs, maintaining employee relations, implementing and providing inputs for revision/change of policies and practices, and overseeing employee engagement initiatives.
- Through understanding of businesses acumen & metrics.
- Employee induction, engagement, orientation, and grievance handling.
- Maintains the work structure by updating the KRA/KPIs and job descriptions for all positions.
- Maintains the internal MBO's/KRA, Goal Post with quarterly scores.
- Thorough understanding of Employee Data and related analysis to improve and manage ongoing HR processes
- Lead the monthly salary pay out calculations and benefits programs
- Oversee and manage a performance appraisal system that drives high performance
- Oversees employee disciplinary meetings, terminations, and investigations.
- Counseling managers and supervisors to coach and discipline employees as per the Code of Conduct
- Implements employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends, recommending benefit programs to management.
- Maintain Employee training & development programs
- Report to management and provide decision support through HR metrics via Monthly Operations Reviews.
- Managing employee engagement & wellness initiatives
- Improving relations between employees and employers
- Implementation of the annual employee satisfaction survey
- Attrition analysis, reporting, identify and implementing corrective actions
- Implementing relevant HR metrics to determine the efficiency and impact of the workforce.
- Optimizing and implementing new data processes and systems.
- Compiling reports of data results and presenting these to senior managers.
- Identifying short- and long-term goals to ensure top-notch employee performance.
- Evaluating jobs and reviewing both existing and new positions and communicating the results of this to senior management.

Dimensional Academy of Engineering

Sr. HR Executive – (April 2015 – March 2016)

Recruitment Life Cycle- Sourcing the best talent from diverse sources (i.e. Social Media, Job Boards, Career portal) after identification of manpower requirements for new batches. Maintaining close and timely communication with candidates and students to start the batch on time and doing performance reviews, employee grievances, attendance management etc)

Time Technoplast Ltd – Industrial Packaging, Manufacturers of drums and containers.

HR Executive – (Aug 2012 – March 2015)

Talent Acquisition:

- Recruitment Life Cycle- sourcing the best talent from diverse sources after identification of manpower requirements for new / existing departments. Planning manpower requirements in consultation with heads of different functional & operational areas, organizing selection interviews and induction programs and tracking and enhancing recruitment process efficiency through challenging TAT and Quality of hire
- Interact with Overseas HR for day-to-day activities, grievances, etc.
- Knowledge of Visa filling and processing.
- Keeping track of Visa validity.
- Preparing & updating various MIS like joining, exit, transfer etc.
- Responsible for Confirmation process for all employees.
- Managing Leave & attendance of overseas units and ensuring data is compiled for payroll purpose.
- Adhering with the annual budgeted manpower costs.
- Participate in preparation budget for overseas units/plants.
- Analysis on manpower cost saving of all overseas units.

Certification & Achievements

- Won certificate of Appreciation for” Best Team Manager” in the month of Aug 2022 at Team Computers.
- Received Best performer of the year 2020-21 at Jabra connect India Pvt Ltd.
- Received Best performer of the year 2019-20 at Jabra connect India Pvt Ltd.
- Received Rising Star of the year 2018-19 at Jabra connect India Pvt Ltd.
- Received award as star performer of the month for 3 consecutive months Dec, Jan and Feb 2019 for hiring the quality Human Resource in the organization.
- Received rising star of the year 2017-2018 at Jabra Connect India Pvt Ltd
- Received Spot awards for achieving the extra target at Jabra Connect India Pvt Ltd
- HR Analytics Certification from one click Gujarat.

EDUCATION

2011	MBA (Human Resource Management) from SRM University, Tamil Nadu. – 7.9 CGPA
2009	BSC (Computer Science) from St. Joseph College (A) – Vishakhapatnam – 72 %
2006	12 th (C.B.S.E) from KV1, Vishakhapatnam – 76 %.
2004	10 th (C.B.S.E.) from KV1, Vishakhapatnam – 69%

PERSONAL DETAILS

Name : Varsha Tomar
Date of Birth : July 2, 1988
Marital Status : Married
Languages : English & Hindi
Address : French Apartment, B 1902, Sector 16B, Noida Extension, greater noida west

DECLARATION: -

I hereby declare that all the data and information provided above are true and correct to the best of my knowledge and I hold responsible myself for any irregularities if found.

Place: Greater Noida
Date:

Yours faithfully,