



Profile Summary

Working as Senior HR Manager, responsible for ensuring smooth employee movement (covering end to end employee life cycle), through effective service delivery via implementation of the global mobility & relocation policies, HR processes and continuous collaboration with internal and external stakeholders.

HR and Payroll professional with an experience of more than 10 yrs with clients across the globe which include MiddleEast –Dubai, US, Germany, Singapore, and India. Played varied roles in HCM – Onsite & Off-shore Operations- Transitions, HR Subject Matter Expert.

Would be interested in Teaching for Marketing and Human resources Management studies if given an opportunity.

Domain & Industry

- HCM Modules - Payroll , Statutory & Compliance, Talent Acquisition ,Leave,Time & Attendance Employee Data Management, PF, Gratuity, ESI, Training & Development, Benefits & Employee Helpdesk, HR reports, Competency Mapping, Mercer Salary Bench Marking, Performance Appraisal, Performance Bonus, Rewards & Recognition, Employee Grievances, Employeeengagement.

Domain: **IT Services, Health Care, Banking, Manufacturing, Consulting, Retail.**

Professional Snap Shot

- **Acesoft Labs India Pvt Ltd: Jan 2018 to Jan2019 & Jan 2021 to June 2021, Worked as Senior Manager HR.**
- **Ascendum solutions: From Aug 2013 to Jan 2018, Worked as Team Lead-HR Manager.**
- **Larsen & Toubro - Middle East, Dubai: From 2009-2010, Worked as Marketing & Sales coordinator.**
- **Fact Software, Middle East, Dubai: From 2007-2009, Worked as Marketing Manager & Presales.**

Clients Collaboration:

Volvo, LinkedIn, Cisco, TCS, L&T, IBM, Infinite, McAfee, Citrix, Caterpillar, Net app, Veritas, Tech Mahindra, Deloitte, Master Card

ERP's Exposure:

People Soft, Hire Right, Field Glass, Bee Line, Work Force Logic, ILC, Gen Payroll, Greyt HR

Statutory Compliance & Audit

- Working with **CSF**, taxation, HR and compliance teams to ensure consistency with legal requirements and **Karnataka Shops Act**
- Identifying **Key Compliance Indicators** and parameters for audit and drafting framework for internal **audits** in line with **Contract Labour regulation and abolition act, CLRA.**
- Liaising with external immigration and labor consultants to discuss the changes in local employment and immigration laws, assess the impact and draw a plan to ensure 100% compliance with changing requirements
- Managed **ESI,PT, Gratuity** and **Provident fund** for all the employees and filed returns for same
- Acting as single point of contact for ISO **Labor Audits**
- Filing for **LWF returns** as per the Labour act yearly.
- Identifying **Key Compliance Indicators** and parameters for audit and drafting framework for internal **audits** in line

with **Karnataka Shops Act**.

- **Developing audit plan** for periodically auditing the process and operations of corporate and regional teams
- Working with the HR Compliance team on internal and external **payroll/wage** and **employment audits**

HR Operations

- Collaborating with the external teams for **Policy formulation, planning** and **execution** of HR deliverables
- Working with **CSF** team to design **salary** and **benefits** structure and formulate offer letter template
- Single point of contact for process guidance to unit managers on **performance management** and facilitating the same
- Responsible for driving change management strategy, devising **communication plan** & conducting **town halls**
- Building and implementing innovative programs for organizational and **Employee engagement**
- Planning and developing **competency framework (which includes competency mapping)** and **training programs** for the unit
- Handling **employee grievances** and resolving stakeholder queries within SLA
- Consulting and providing guidance to line managers on multiple people initiatives such as movement, career discussions, employee development, employee relations, performance management, managing marginal performers, talent deployment, managing span of control, managing employee escalations, orientations and attrition management.
- Managing Dashboard, **HR Reports and Forecasting**
- Managing **Payroll & Attendance**
- Managing internal **communication** with all business units, top management and employees, and external communication with consultants and vendors
- Maintain **performance tracking** related to strategic initiatives, identify areas for improvement, monitor processes, solicit and incorporate feedback for process enhancement and establish clear compliance benchmarks
- Managing **On boarding** and **Exit formalities**
- Managing **onsite talent deployment** and **life cycle** of deputed employees including **role mapping, compensation and benefits, visa requirements**, travel, on-arrival and exit formalities and separation
- Managing HR operations with 100% efficiency, ensuring **SLA adherence** and **compliance**
- **Developing strategies** for setting up talent deployment processes in new geographies and their **execution**
- Exploring new **avenues of staffing** in new client bases
- **Managing relationships** with clients, consultants, consular offices and vendors across geographies
- Designing **process charts for Rewards & Recognition**, developing tracking mechanism and working on process automation
- Conducting **employee engagement** activities and devising strategies to ensure high levels of **employee satisfaction**

Talent Acquisition

- Job Descriptions, Sourcing, Job Postings, Screening, Selection, Interviews, Offer Letters.
- Checking the **Bill rate** and **Wage rate**, based on the margin which client will provide.
- Initiating BGV in **Hire Right** for the profiles, **Felony, Misdemeanor, Education, Address, and Employment Check**.
- Uploading Profiles In **Beeline** for Client approvals.
- Dealing with Client **NDA's** & Confidential **SOW**.
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Process reengineering & Change Management

- Successfully rolled out assignment and visa system (GICS) for USA with data migration
- Working on development of **global mobility system(GICS)** with **entry, exit and separation module** for US
- Gap analysis, **benchmarking** and collaborating with central teams to drive **process improvement** initiatives for unit
- Designing tracking metrics and dashboards for enhancing **process efficiency** and **data management**
- **Devising communication plan** for all stakeholders to ensure smooth rollout of new process/system

Organization Development & Team management

- Responsible for managing various employee life cycle processes for the team including **Recruitment , Training, Goal , Employee Engagement, Retention and Succession Planning**
- **Managing performance** and looking into development of the team
- **Managing Career aspirations** of the team and fueling high performers
- Screening and verification of Job descriptions of onsite and offshore employees to **evaluate the movement** as per recommended role and wages to ensure that objectives and business needs have been met
- Involved in **implementation of Onsite Career Stream-Organization Development** (Org Design) project for US based employees

Training & Development

- Developed and managed the **Knowledge Repository** for various processes including process documentation
- Trained stakeholders on new systems and was responsible for smooth transition
- Responsible for **organizational capability development** by enabling support teams in the unit (helpdesk, SPOC's and operations teams) through **periodic trainings** on process, policy and regulatory changes

Larsen & Toubro - Middle East, Dubai: From 2009-2010, Worked as Sales & Marketing Manager

Fact Software- Middle East, Dubai: From 2007-2009, Worked as Sales & Marketing Manager

- Responsible for preparing quotations as per customers requirement
- Hands on experience in Market survey and Mapping strategies
- Managing Database for individual customers through separate filing system
- Handling all the presales requirements as per the customer
- Attended ISO audits for the same

INTERNSHIP

Larsen &Toubro InfoTech

Jan–July 2013

People Soft: Usage of ERP for Payroll management, Compensation& Benefits

- Studied the existing performance management system of the organization in order to understand the shortcomings of the current PMS Formulate new & proposed policies/guidelines/procedures for the organization

Identified the job roles across the organization and analyzed the same so that common Competencies could be listed. Every job role has different skills sets. One of the hurdles was todifferentiate the appraisal formats for associate level staff and the

Awards & Accolades

Conducted Health Camps as an part of employee benefit program, which includes Eye, Dental, Skin, Spine and General Health checkup camps

Was awarded the best trainer for conducting various Behavioral Trainings like stress Management, Work life Balance for Women, Work Ethics, Ergonomics, and Stress Management

Xpression, a fun Friday event was awarded the best employee engagement activity which aimed at bringing fun at work concept in Ascendum Solutions.
Successfully completed ISO audits as a Head of HR team at Ascendum Solutions & L&T.
Member of All India Institute of Management & Sciences AIMS.
Member of National Human Resource Development, NHRD, given various presentations on different aspects of Human Resources.

SCHOLASTICS

2013: College Topper, MBA with specialization in Human Resources from **New Horizon Institute of Management Studies, Bangalore**; Attained 75 % (First class with distinction)

2006: B.E in Electronics & Telecommunication from **C.M.R.I.T, Bangalore**; Attained 75%.

2002: XII from Sacred Heart's Girls College, Bangalore; Attained 80%.

2000: X from Sacred Heart's Girls school, Bangalore; Attained 85%.

Personal Dossier

Marital Status: Married

DOB: 28-02-1985

Languages Known: English, Hindi, Kannada, Tamil, Telugu & Malayalam.

References available upon request