

Nitun Mohanty

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Professional Summary

Highly skilled and results-driven HR operations professional with over 11 years and 6 months of experience. Proven track record in managing and executing various HR functions, including employee relations, performance management, and benefits administration. Strong expertise in developing and implementing HR policies and procedures to ensure compliance with legal and regulatory requirements. Exceptional problem-solving and decision-making abilities, with a focus on driving organizational success through effective HR strategies. Excellent communication and interpersonal skills, adept at building and maintaining relationships with employees at all levels. A dedicated and resourceful HR professional, committed to delivering exceptional HR services and contributing to the overall growth and success of the organization.

Skills

- Payroll
- Leadership
- Labor and Employment Law
- Benefits
- HRSS
- Conflict resolution
- Employee retention
- Ability to effectively managing multiple priorities and meet deadlines
- Experience in managing employee benefits, including enrollment, administration, and communication
- Demonstrated ability to develop and implement HR policies and procedures that align with organizational goals and objectives
- Skilled in interviewing, assessing candidates, and making hiring recommendations
- Proven ability to handle confidential and sensitive information with discretion and professionalism
- Strong knowledge of employment laws and regulations, ensuring compliance in all HR processes and procedures
- Proficient in HRIS systems and software, with the ability to effectively managing employee data and generate reports
- Extensive experience in HR operations, onboarding, employee relations, performance management, and talent development

Employment History

Senior Lead People Operations - Quantiphi Analytics

Bangalore, India

Sep 2021 – Jul 2023

- Led a team of 5 resources and ensured smooth HR Operations
- Led all HR operations, industrial relations and personnel administration
- Played a pivotal role in the development and execution of new policies and procedures, offering pragmatic solutions that harmonized with the company's business and HR model
- Involved in strategic decisions related to HR process enhancements and change management
- Ensured consolidation and standardization of HR processes and practices across the region, with a focus on global alignment
- Ensuring team runs timely payroll globally with "0" errors
- Ensure planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees and ensuring employees' adherence to policies
- Assess and maintain employee benefits programs and communicating
- Collaborated closely with Tier 2 Global Specialized functions, fostering effective communication and partnerships to ensure seamless service delivery across colleague services
- Provided support to HR Business Partners/Field HR, particularly during restructuring processes, showcasing adaptability and a collaborative approach
- Championed a culture of continuous improvement, facilitating change initiatives and placing employee engagement
- Conduct regular audits and analysis of HR metrics to identify areas for improvement and make data-driven recommendations
- Implement the HRSS strategy, ensuring alignment with operational objectives
- Managed and lead a team of HRSS professionals
- Provide guidance and support to managers and employees on HR policies, procedures, and best practices

- Manage employee relations issues, including conflict resolution, disciplinary actions, and grievance procedures
- Develop and deliver training programs on various HR topics, such as sexual harassment prevention and diversity and inclusion

Projects:

- Implemented Workday HRIS system for HCM core
- Orchestrated the successful implementation of the HRSS module for India and global operations
- Streamlining HR processes and reducing onboarding time by 40%
- PoSH as a project of awareness: Drafted policy, established IC members across the region with external member. Encouraging employees and driving this as a core competencies

Lead Human Resource Executive - Applied Materials India Pvt Ltd

Bangalore, India

Jun 2017 - Sep 2021

- Oversaw HR operations, onboarding, offboarding, and exit management, legal compliance etc.
- Provided strategic guidance on change management and performance
- Led all aspects of program delivery and process enhancement through effective management of the Tier 2 Local Specialist team
- SME for Tier 2 tickets in ServiceNow case management system
- APAC SME for all hr operational processes
- Create reports to update the company on the team's progress
- Lead and support HR projects as assigned
- Handling leaves management, legal compliance and benefits
- Managing case management governance on employee queries and grievances, analyze RCA employee issues through ServiceNow
- Maintaining Global HR dashboard reports, HR shared service quarterly report
- Maintain a global QBR report for PIP employees
- Oversee the administration of employee benefits programs, including health insurance, retirement plans, and leave policies
- Provide guidance and support to managers and employees on HR policies, procedures, and best practices
- Develop and implement HR strategies and initiatives aligned with the overall business objectives

Projects:

- Preparing Job aids and quick links for performance evaluation and maintaining the same in WD
- Training India and APAC HR team for addressing aim and performance evaluation queries from employees and managers
- Drove onboarding project, improvised on a centralized onboarding system
- Implemented multiple modules in Workday (Leave, letters and PMS)

HR Generalist - INSZoom Software Private Limited

Bangalore, India

Oct 2014 - Nov 2016

- Conducted employee orientation, development, and training
- Managed ISO audit and zero audit findings for the HR department
- organizational development in successfully delivering, designing, and implementing learning solutions.
- Performance management and improvement systems
- Employment and compliance to regulatory concerns and reporting
- Employee orientation, development, and training
- Running accurate compensation and benefits and payroll
- Employee services and counseling
- Provide support and guidance to employees and management on HR policies and procedures
- Administer employee benefits programs, including health insurance, retirement plans, and leave policies
- Coordinate and conduct new employee orientation and onboarding activities
- Maintain employee records and ensure compliance with legal requirements and company policies
- Develop and deliver training programs on various HR topics, such as sexual harassment prevention and diversity and inclusion
- Stay up-to-date on employment laws and regulations and ensure compliance with all applicable laws

HR Consultant - Manhattan Associates India Pvt. Ltd.

Bangalore, India

May 2013 - Oct 2014

- Managed onboarding, induction, and assimilation processes

- Handled employee queries and grievances
- Implemented performance management and appraisal cycles
- Function as a single point of contact for employee queries and grievances. Appropriately manage the same as per the hr process defined
- Implementation of the performance management framework /appraisal cycles and related activities at the department level
- Implemented the PIP process for identified employees in the department and handle counseling requirements as required
- Ensure completion of exit interviews for all employees of the department being separated
- Manage data analysis and periodical attrition reports for the department
- Implement department level retention initiatives, monitor and report back on status and issues.
- Design and deploy an HR dashboard to capture and highlight key statistics on a periodic basis as required by the department
- Managed periodic reports on key HR parameters (HR Dashboard etc)
- Keeping up-to-date with HR trends
- Assisting in the development and implementation of HR strategies and initiatives to support organizational goals and objectives
- Handling employee grievances and conducting investigations into workplace complaints
- Developing and implementing employee engagement initiatives to foster a positive work culture and improve employee satisfaction

HR Analyst - Cisco Systems (India) Pvt. Ltd

Bangalore, India

Jul 2012 – Mar 2013

- Assisting in the development and implementation of employee engagement initiatives
- Conducting data analysis to identify areas for improvement in HR processes and practices
- Providing support and guidance to managers and employees on HR policies and procedures
- Conducting research and analysis on HR best practices and industry trends
- Developing and implementing HR data management systems and processes
- Managed back-end HRMS and employee queries
- Responsible for VOE (verification of employment) letter generation
- Data Maintenance, Weekly report generating, Score card and Matrices
- Working on back end HRMS for manager changes and termination

Internship

HR Trainee - ICICI Prudential Life Insurance Co LTD

Bangalore, India

Apr 2007 - Jun 2009

- Handled employee relations for the Direct Marketing Team
- Managed HR records and prepared MIS reports
- Resolved employee queries and grievances
- Prepare daily, weekly, and monthly MIS relating to employees.
- Taking out the monthly attrition rate & reason for the entire region
- Taking care of attendance and absconding status of employees
- Coordinating with the central team for the FNF settlement and PF settlement
- Responsible for maintaining various returns, challans of ESIC, shops & Establishments, Gratuity forms & Income Tax for respective regions
- Resolving employee queries and grievances
- Employee Database Management like PF, ESI & leave record maintenance

Education

MBA - IIAS School of Business

Kolkata, India

Human Resource

Aug 2007

Accountancy Honors - Municipal College

Rourkela, India

Commerce

Sep 2004

★ Certification

- Certificate of Merit in English Proficiency from University of Cambridge.
- Certificate of successful completion program on Talent Management through XLRI (2021)
- Certified Train the trainer program on PoSH at Workplace (Act. 2013) (Diversity, Inclusion and PoSH)

🌐 Links

<https://www.linkedin.com/in/nitun-mohanty12/>