

# ATHMEEYA J. KADAMBA

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Successful Human Resource Manager & Business Partner looking forward to new position, based on nearly 10 years of experience providing a variety of human resource services that have established loyalty among the employees and management, ensuring an increasing level of company revenue; targeting senior level assignments in HR Management  
Location Preference: Bengaluru

## CORE COMPETENCIES

*Leadership*

*HR Business Partner*

*Employer Branding*

*Learning & Development*

*HR Policies & Processes*

*POSH & Grievance Handling*

*Employee Relations / Engagement*

*HR Campaigns*

*Wellbeing Evangelism*

*Coaching & Advising*

*CSR Initiatives*

*Presentation & Public Speaking*

## PROFILE SUMMARY

- Highly accomplished Human Resource Professional with experience in **implementing & driving HR policies, systems and practices**; excellent in ensuring smooth running as well as enhancement of centralized **HR process operations in alignment** of the same with business operations
- **Partner with the Recruitment team** to ensure that the appropriate talent is sourced to **meet business needs** within an increasingly competitive market.
- Excellent capabilities in manpower management process entailing short-listing with appropriate compensation, **on boarding of new joiners, induction, grievance management and employee separation**
- HR SPOC for ISO 9001:2015 Worked closely with all the stakeholders.
- Maintained effective employee relations with staff across all levels on day to day matters through career counseling, role enrichments, **feedback sessions & settlement proceedings**; effective in enabling / empowering employees to voice their opinions / grievances on a common platform
- Excellent ability to relate to stakeholders communication in a cross-cultural set-up (Vendors, Consultants Local & Government Authorities, so on)
- Skills in **development of corporate level training and development** curriculums, reviewing training outlines as well as determining appropriate instructional methodologies
- **Effective in implementation of Global HR Campaigns**, HR surveys, reward & recognition schemes, HR policies & communicating them across organization at all levels
- Administered a wide variety of human resource programs and plans, and facilitated HR transactions associated with employee lifecycles
- **Developed questionnaires to map competency of the new joiners**
- Capabilities in handling **the performance management programs in an organization**; skilled in undertaking periodic performance reviews
- Studied and Presented various **Assesement reports** with interpretation and recommendation.

## ORGANISATIONAL EXPERIENCE

TEKsystems Global Services, Bengaluru  
Associate Manager – HRBP

Feb'22- Till date

### Key Result Areas:

- Interfacing with Management, Business leaders, head of Department & stakeholders for **implementing HR policies** & procedure in line with core organisational objective
- Initiated the **Wellness and Well-being of Employees** by conducting time to time Surveys and Sessions.
- Conceptualised, designed and executed **Global Culture Campaign** to emphasis on Organization Core Values
- **Empowered Leadership group** with timely and proactive insights and recommendations.
- Need Analysis, anchoring and Execution of **Performance Improvement Plan (PIP)**
- Ensured Proper **Performance Management** by helping managers in **setting goals and KRA** for the team along with awareness session for managers, employees, timely execution and PMS analysis
- Played the role of **IC member and SPOC- POSH**
- Guidance and Supervision for anchoring the **Smooth On-boarding of New hire including Orientation** plans
- Act as a go-to person for **Business Managers and teams on Organisational HR matters**.
- Analysing the feedback from **New joiners 30-60-90 days** format.
- Conducting **Exit Interview** and coordinating with exit formalities.

- Execute Continuous communication channels with employees like- **HR connects, Leadership Connects, Skip Connects and Town Halls**
- Managing **employee recognition** programs
- Work closely with management and employees to improve work relationships, **build morale** and **increase productivity** and **retention**

**Freelance, Bengaluru**

**Jan'20 – Jan'22**

**Consultant HR & Softskill Trainer**

**Key Result Areas:**

- Act as a partner to the Recruiting team and hiring managers in interviewing candidates and formulating employment offer terms
- Implemented and assisted in drafting and development of HR Policies & Processes; reviewed, re-designed, defined people processes to address business needs
- Designed employee engagement calendar; performed counseling/ grievance management of the employees to maintain a healthy work environment and facilitate employee satisfaction
- Delivered softskills trainings, workshops and orientation sessions for various level of employees.
- Supervised all employee enquiries & grievances, negotiated with staff and their representatives on issues relating to pay and conditions
- Advised on CSR initiatives.
- Analysed Exit Interviews and drew preventive actions to reduce attrition

**Valtech India, Bengaluru**

**May' 14 – Oct'19**

**Associate Manager – HRBP /HR Operations/ L&D**

**Growth Path : Joined as Executive HR- Promoted to Senior Executive HR followed by promotion to Associate Manager HR**

**Key Result Areas:**

- Partnered Talent Acquisition- Identified talent, short listed applications, conducted walk ins, , issuance of appointment letter along with the salary break-up, managed process of reference checks, imparted induction to new joiners
- Interfaced with Management and Heads of Department for implementing HR policies & procedures in line with core organizational objectives
- Monitored the analysis of data which can support business decisions such as Costing, Attrition Analysis, Dashboard, MIS Reports and so on
- Monitored KRA Setting of all the positions across the organization; led the performance management cycle (PMS) right from the beginning to the increment and promotion cycle; coordinated with top management
- Organized and conducted Corporate Trainings, Town Halls, Reward & Recognition
- Implemented and assisted in drafting and development of HR Policies & Processes
- Addressed and assisted employees' queries on policies, procedures & processes; planned and arranged all social functions, employee welfare programs and so on
- Designed Employee Engagement Calendar; drafted attractive mailers on festivals/occasions; counselled /managed grievance of the employees to maintain a healthy work environment and facilitate employee satisfaction
- Ensured Effective Channels of Communications with Local community in establishing fruitful relationship. Being a custodian of CSR activities working closely with prominent NGO like Smile foundation, Goonj & Dishtee. As a part of CSR initiative sponsored a small school with Funds, Books, Water Purifier, Computer Labs and later sponsored Girl child education.
- Worked in identifying potential employees, prepared succession planning for those critical employee
- Organized PAN India and Global level Corporate and Cultural Events and CSR Programs

**Accenture, Bengaluru**

**Oct' 13 – May'14**

**Immigration Consultant and Coordinator**

- Coordinated U.S. Visa Process & SPOC - European Expatriates for their Certificate of Coverage process
- Responsible for Global Reports and Presentations.
- In-charge for attending Immigration Audits & Responsible for new joiners training.

**CERTIFICATIONS**

- **Certification in General Counselling by Samadhana Counselling Center, Dr. C.R. Chandrashekar**
- **HR Analytics by Aon Hewitt**
- **Certification on "Emerging Women Leadership Program" by Allegis Group**

**ACADEMIC DETAILS**

- **2013: Masters of Business Administration in HRM** from Justice K.S. Hegde Institute of Management, NITTE - VTU
- **2011: Bachelors of Social Work**, Alva's Education Foundation, Moodbidri - Mangalore University

**PERSONAL DETAILS**

- **Date of Birth:** 29 Aug 1990
- **Languages Known:** English, Kannada, Hindi & Tulu