

Annie J Almeida

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 Santacruz West, Mumbai – 400054

Summary: 10 + years of professional experience in HR in areas of

- Employee Life Cycle & Employee Query Management
- Employee Engagement & Recognition
- HR Process Automation & Migration
- Knowledge Management & Content Management
- Continuous Improvement & Quality audits
- Internal training & Recruitment

Current Work Experience:

Company : Colgate Global Business Services Private Limited

Position : HR Specialist

Tenure : May 2018 to April 2023

Responsibilities:

- Managing recruitment for PAN India Sales and Analytics roles
- Validating vendor agreements and creating Purchase orders for recruitment vendor payments on the Ariba system
- Conducting induction and training for new team members
- Managing HR related queries on the SFDC case management tool
- Quality checks for employee queries to ensure governance control points are adhered to by the team
- Reviewing, uploading and auditing HR Policies and recommending changes to the Business
- Managing Leave records and preparing letters of confirmation, KEP letters and visa letters using google spreadsheet, docs, AO docs and Adobe sign
- Internal Quality Auditor for the Learning & Development team ensuring governance process is followed by reviewing the training requirement, budget trackers, training calendar etc.
- Checking the Learning Gap report for mandatory course completion in LMS
- Collaborating with Business HR to design and launch Employee Recognition program
- Planning and facilitating award ceremonies and Employee Engagement activities on the ground
- Leading a cross functional team for planning and executing continuous improvement of HR processes & knowledge management for APAC region
- Building FAQ's and maintaining SOP's and various other knowledge articles related to HR processes
- Creating evaluation forms, scorecard and survey forms
- Collaborating with global stakeholders from APAC, Africa/Eurasia, Europe and America for portal content management
- Collaborated with project team for the launch of Darwin Benefits portal, India Chatbot, Dashboard project, Knowledge Management project

Awards:

- Awarded the Chairman's You Can Make a Difference Award for successful launch of Global Recognition Program (2021) & Lion's Den APAC Forum (2022)
- Winner of i-Appreciate award for SASEAN data migration (2022)

Accomplishments:

- Short Term Assignment with Talent Acquisition team in 2022

Previous Work Experience:

Company : Colgate Palmolive India Private Limited

Position : Associate Analyst – HR Operations

Tenure : September 2012 – April 2018

Responsibilities:

- Reviewing and publishing HR Policies on the Colgate portal
- Maintaining accurate data of Employee Life Cycle on SAP HR module
- Led HR Data Migration project for APAC, Africa Eurasia & Europe followed by stabilization
- Subject Matter Expert for Global Recruitment Management project for APAC
- Delivering training for Business HR, HR teams on various HR Operations processes
- Execution of Monthly & Quarterly Internal Audits
- Preparing reports and presentations using MS Excel, Google spreadsheet and slides

Accomplishments:

- Delivered SAP HR training to the HR team in the Chennai Branch
- Attended GRMS training conference in Bangkok representing India HR
- Traveled to Germany for Europe Data Migration

Company : Vodafone Essar Limited

Position : HR - Executive

Tenure : April 2011 to October 2011

Responsibilities:

- Managing Employee Life Cycle via SAP HR module
- Creating & Maintaining Org Structure and updating Time & Attendance records
- Updating Performance Development forms on a timely basis
- Co-ordinating with IT & payroll departments to ensure timely submission of Insurance & Payroll data
- Managing onboarding of the New Joinee's

Company : Reliance Energy Limited

Position : Trainee

Tenure : July 2010 to January 2011

Responsibilities:

- Hands on experience in SAP HR
- Face to Face interaction with consumers to resolve their queries

- Reviewing consumer grievance applications and routing them to the concerned departments
- Handling Administrative activities like maintaining records in excel

Education:

- Post Graduate Certificate in HR Management (PGCHRM) from IIM Shillong (2021- 2022)
- Diploma in HR Management from Welingkar Institute of Management, Mumbai (2010)
- Bachelor of Commerce from St. Andrews College, Mumbai (2009)

Additional IT Qualification: Completed MS - CIT (2008)

Extra Curricular activities:

- Was part of the group being awarded the first prize for the Inter - Religious Poster Competition (2008)
- Certificate of Appreciation awarded for being part of and contributing to the organizing committee for OLIO – Inter Collegiate Dramatics Competition (2007)
- Participated in Nature Club, Inter - Religious Committee, AWMTC (Annual Western Music Talent Contest) and OLIO (2007 – 2009)
- Certificate of Appreciation awarded by Reliance Energy Limited for academic excellence in H.S.C (2006)
- Community Animator and SSC member in the Sacred Heart Church

Personal Information:

Date of Birth : 1st November 1988

Marital Status : Married
