



HUMAN RESOURCE MANAGEMENT PROFESSIONAL

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Profile Synopsis (10 years of experience in Core HR and Compensation & Benefits)

- A competent HR professional with nearly 10 years of experience in handling Human Resource Management activities spanning from Manpower Planning, Recruitment & Selection, Wage & Salary Administration, Statutory Compliance, Performance Management, Compensation & Benefits, Training & Development.
- Experience in devising and implementing various HR policies and systems.
- Sound Experience of various labor laws and statutory requirements.
- High ability to learn and adapt quickly, having a well-organized working style, resulting in quality work under high pressure situations. Excellent at multitasking.
- Excellent interpersonal skills and remarkable team management style. Can relate and connect with people easily across various levels.
- Proven capability to manage the HR functions independently

CORE COMPETENCIES

- HR Policies and Formulation and Guidance
- Compensation and Benefits (Salaries & Incentives)
- Employee Management (Full time and contract)
- Salary and Benefits Benchmarking
- Job Mapping and Skill Assessment and Payroll Management
- Recruitment, Orientation & On-Boarding
- Performance Management / Appraisals and PIP
- Rewards and Recognition and Employee Engagement
- Project assignment ,bench management and Client Management
- Conduct monthly group meetings
- Employee relationship management and Employee Retention
- Conduction HR interviews, Offer Letters, Hike Letters, relieving letters, warning Letters etc.
- Training & Development
- Develops contract terms for new hires, promotions and transfers
- Job descriptions and promotion rules setting
- Managing business partnerships and Vendor Management

- Career Development of Employees (Goal Setting Process)
- Personnel and HRMS Database Administration and MIS Reports to Management
- Team Management
- Monthly Review on KRA's and KPI's
- Statutory Compliances and Audits
- POSH implementation and training
- Software Used – SAP , SAP Success factor, Workday and GreytHR

Career Chronicle

Qualigy Tech India Private Limited (Product Based Company)
HR Manager

January 2023 to till date

Key Result Areas:

Recruitment

- Manpower planning as per organizational need and Interactions with Management and Team members to discuss on various open positions.
- Identifying recruitment channel & devising the strategy
- Sourcing, Screening, Scheduling, Validating, Co-ordination with the technical Panel and Social Networking -LinkedIn
- Conducting HR interviews and gathering details and referring potential candidates for further selection, initiating Background verification, and closing the position.

Compensation

- Leading the compensation review process for employees and monitoring the organization's salary structure and benefits provision for ensuring a balance between control of costs and retaining staff
- Performance Review & PLI Payout
- Payroll and FNF Process and it is complete Accountability.
- Conducting job mapping for compensation benchmarking.
- Overview on Income Tax and its Benefits

Benefits administration

- Administering the organization's benefits programs (insurances, leave policies, pension plans, flex benefits, car lease, NPS (National Pension Scheme)
- Retirals – PF, Voluntary Provident Fund (VPF), Gratuity, ESI and NPS
- Managing the insurance enrolment & renewal process
- Vehicle Lease Program
- Compliance governance
- Ensuring that the pay practices comply with state and federal laws.
- Monitoring government regulations & legislations

Compensation fitment

- Designing & reviewing salary grids for posted employees & local hires.
- Working with the legal, tax & HR teams to setup compensation grids, benefit programs & employment contracts
- Managed the promotion, retro and all types of bonuses, master data, computation of statutory deduction, stop payroll and banks file upload.

Team Management

- Manage and lead a team of 8 employees of Recruiters, Onboarding team, Associate Executives, background verification professional and HR functions.
- Anticipate needs and allocate work to the resources and requisition loads to ensure a high level of employee services.

- Monitor and measure the satisfaction of employees in order to respond to escalated team concerns and be proactive about preventing future issues.
- Coach and counsel team on sourcing techniques, HR strategy, process administration

Payroll Management

- End to End Payroll Processing along with -Managing salary data of employees.
- Maintaining the increments, Bonus, and Incentives of the employees
- Provide the data to the payroll team including FST, Leave Encashment, Contract revisions and confirmations.
- Payroll Output Validation and Bank Transfers

New Hire Induction

- Joining Formalities along with verification of Documents to Initiate BGV, -HR Induction and orientation to the new Employees.
- Briefing on employee handbook i.e., policies, rules & regulations, employee benefits
- Updating Records and various reports regarding the new joiners

Employee Engagement

- Effective Employee Query management
- Interact with employees on a regular basis to understand concerns and highlight those to the Sr. Management with the goal of implementing corrective actions.
- Coordination of rewards & recognitions activities and ensuring the employees awarded with the same and are given ample visibility.

Training and Development

- Identification of Training and development needs within the organization through appraisal schemes and Interacting with the Unit heads to understand the requirements pre- and post-analysis and generating the feedback for the same.
- Worked closely with Training Institutes for providing external and soft skill training for the employees.

Performance Management

- Participated in the appraisal interviews with the reporting managers, monitor for execution and make necessary corrections or changes (if any) in the KRA's defined at the beginning of financial year.

EXIT Management

- Communicate resignation related details to relevant teams, conduct exit interview for workmen, monitor completion of exit formalities (dues settlement, experience letter etc.)

Statutory compliances and Audits

- Administer the statutory mandates such PF, ESIC, PT, Full and final Settlement, Gratuity, Medclaim and leave encashment Roles-
- Handled for major clients like Thomson Reuters, ARM Embedded Technologies, and Carl Zeiss etc. as per the statutory compliance, on quarterly basis.

Achievements in QT.

- Executed Compensation Data Migration through SAP and GreytHR

Highlights:

- Helped in developing, implementing HR & compensation policies, decisions, and salary structures across various delivery centers.
- Executed & analyzed variable pay plans and retention bonus plans.
- Prepared HR MIS & dashboard
- Assisted in benefit design, renewal & communication.
- Facilitated & tracked R&R process & policies.
- Assisted in drafting communication for LTI disbursal & increment letters, which resulted in customer satisfaction.
- Executed Compensation Data Migration through SAP

Marlabs Innovations Private limited

October 2018 till June 2019

Manager – Compensation and Benefits - (Corporate) (India and US Employees) - 2000 Employees

Spigot Software Private Limited**July 2016 till June 2018**

HR Operations Manager - (Corporate) (India Employees) - 400 Employees

Aaxeleron India Software Private Limited**October 2015 till July 2016**

HR Manager (Corporate) (India Employees) - 200 Employees

Lantiq Communications India Private Ltd (Intel Corporation)**July 2012 till March 2015**

HR Consultant - Compensation and Benefits - (Corporate) (India Employees) - 500 Employees

Achievements in Lantiq

- Transition of Payroll and PF to the new Stakeholder.
- Consistent in Insurance Process
- Successful completion of Internal Audit (DNV) and Ensured the Audit Requirements are met.

Accenture Services Pvt Ltd**October 2011 – July 2012****IT Recruiter (Consulting Media Channel – TGP)**

Rewards and recognition in Accenture

TOP PERFORMER for the month of November 2011

TOP PERFORMER for the month of January 2012

TOP PERFORMER for the month of March 2012

TOP PERFORMER for the month of May 2012

TOP PERFORMER for the month of June 2012

Received Appreciation mails from S&P Team

Apt People Tree Consulting**October 2010 TO October 2011****Senior Sourcing Specialist (IT)**

Roles & Responsibilities

- **End to End Recruitment**

Clients: Worked with CMM Level 5 Companies like Cognizant, Mahindra Satyam, Cap Gemini, Mind tree, Sonata Software, HCL.

Project Information in the Final Semester of MBA

- Project Information – Completed 10 weeks of Project on assessing the motivational level of employees in Stumpp, Schuele & Somappa Springs Private Limited.

ACADEMIC DETAILS

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| • MBA (Human Resources) from AMC Engineering College (2008-10) - | 76% |
| • B.COM from Krupanidhi College (2005-08) - | 72% |
| • PUC from Krupanidhi College (2004-05) - | 79% |
| • SSLC from Shanthi Niketan trust School (2002-03) - | 60% |

PERSONAL DETAILS

Date of Birth: 21st March 1988

Languages Known: English, Kannada, Hindi, Tamil, Telugu and Malayalam

Place – Bangalore, BTM Layout.