

# Neethu Sunny

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Human Resources Professional

Strategic Planning ~ Human Resource Management ~ Talent Acquisition & Management ~ HR Analytics ~ Organizational Development ~ Statutory Compliances ~ IR ~ General Administration

## Career summary:

- A vibrant performance-driven professional with over 10+ years of rich combined expertise in Strategic HR operations with key focus on profitability & optimal utilization of resources
- Highly skilled in leadership and management of full range of HR functions, including enhancing employee engagement, talent acquisition and development, organization development, compensation & benefits, and performance management
- Proficient in providing effective HR leadership to the business for implementation of HR strategies in-line with business requirements, managing full range of HR services to support the overall business strategy of the company
- Showcased excellent aptitude in employing human capital practices that attract & retain high - potential talent
- Collaborative & approachable leader with superior interpersonal skills, capable of resolving multiple & complex issues and motivating staff to peak performance
- Strategic Awareness and Alignment understands both the long-term and short-term value drivers and priorities of a business; can derive the HR implications for a given set of strategic priorities; can create and execute a challenging and exciting HR Roadmap; ensures that all HR strategies and programs are aligned to business objectives and outcomes.
- Functional Expertise: possess depth and breadth of functional HR knowledge and concepts; has created and executed strategies and programs in strategic HR areas like succession management, organization development, change management and leadership development; has knowledge of best practices in HR across relevant industry sectors.

**Key skills: Talent Management & Retention, Manpower Mapping, Comp & Ben, Annual Performance Review, Organization re-structuring, Competency Mapping, Employee engagement, HR business partnering, Talent acquisition, HR Policies formulation & implementation etc**

## Employment Details:

Hapag Lloyd Technology Center – Assistant Manager – HRBP – Jun-23 to Oct -23

Tagit India – Associate Manager – HR – May 2021 to Jun'22

Auxo Technology Labs – Assistant Manager – Recruitment - June 2016 – May 2021

Alfa Resources Pvt Ltd – Recruitment Lead – Jan 2015 to March 2016

Sellcraft Softech Pvt Ltd - Team Lead – Oct 2012 to Jan 2015

Buzzworks Business Services Pvt Ltd – HR Recruiter – Jun 2011 to Mar 2012

## Role and responsibility:

- Formulating strategic annual business plans and conducting business performance / monthly & quarterly reviews; collaborating with senior management for successful manpower planning, resourcing, and deploying expansion
- Planning human resource requirements in consultation with heads of different functional & operational areas and conducting selection interviews
- Spearheading entire HR Operations inclusive of organizational development, payroll management, policy formation & implication, statutory compliance, planning & execution of HR audits, vendor management and so on
- Driving Campus Hiring Process with various Technical Colleges & Institutes / Business Management Schools inclusive of IITs and Profiling Assessments
- Preparing all periodic & need based HRMIS, maintaining and updating personal files of employees.
- Monitoring the identification and head-hunting of every key profile basis on the requirement.
- Working on the identification of highfliers /fast trackers and provision of motivation for their retention
- Processing NOC/NDC, checking knowledge transfer & providing relieving as per company policy
- Assisting in the set-up of HR & Performance Management System from the scratch level
- Strategizing and implementing end to end performance management for employees across the business unit
- Managing appraisal process with teams, assessing data and conducting discussions for substantiating Performance Appraisal System
- Guiding employees in filling the KPI / KRAs / PMS / Goal Setting Sheets, helping in Self Evaluation and Team Member evaluation during the Annual Appraisal process
- Directing the preparation, distribution of written & verbal information to inform employees of benefits, compensation and personnel policies
- Analysing compensation policies, government regulations and prevailing wage rates to develop competitive compensation plan

- Identifying training needs across levels through mapping of skills required for particular positions and analysis of the existing level of competencies
- Conducting trainings for improved productivity & quality enhancement; partnering closely with the learning team to work on assessment centres, leadership development and so on
- Facilitating on-boarding for new employees for smooth joining process like joining, induction
- Working with the management team to set the mission, goals, values, and cultural standards and that drive growth and development as individuals, teams, and, ultimately, an institution.
- Designing and managing leadership development and employee retention programs with an eye towards creating a positive work environment that stresses collaboration and reinforces entrepreneurial spirit.
- Creating and executing processes/programs around critical organizational functions such as recruiting, on-boarding, compensation, performance management, communication, and employee and team development that are customized and evolving to meet the needs of the dynamic team
- Fostered healthy employee-employer relations. Strategizing and ensuring execution of all ER initiatives across the project.

#### **Education:**

- **Bachelor of Commerce -AM Jain College -University of Madras**
- **MBA HR – SRM University**
- **Strategic Human Resources Certification (LinkedIn Learning & SHRM)**

#### **Personal Details:**

- **Sex : Female**
- **Languages Known : English, Tamil, Malayalam**
- **Marital Status : Married**