

Subhashree Mohapatra

Sr. Consultant - HR Operations & TAG | Human Resources Business Partner

An astute, meticulous, and ardent HR Professional with over 6 years of captivating experience in HR operations, Talent Management, Recruitment Strategy, Vendor Management, Grievance Handling, and Employee Engagement. Seeking career advancement with a keen interest in remote work opportunities and aspiring to seamlessly transition into an HRBP role to contribute my expertise in fostering efficient HR practices and driving organizational success.



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WORK EXPERIENCE

Senior Consultant - HR Operations & TAG In2IT Enterprise Business Services

11/2021 - Present

Hyderabad, India

- **Managing Employee Life Cycle:** Proficiently managing the employee life cycle, encompassing onboarding, joining formalities, inductions, performance management, and exit formalities.
- **End-to-End Recruitment:** Conducting comprehensive end-to-end recruitment processes for SAP and various IT positions, catering to clients in Dubai, India, Philippines, and Singapore.
- **HR Guidance and Grievance Handling:** Providing expert HR guidance to line management and conducting effective, thorough, and objective investigations to address employee grievances.
- **Training Needs Identification & Training Program Evaluation:** Identifying training requirements for different business units and offering executive coaching to enhance employee skill sets. Actively participating in the evaluation and monitoring of the effectiveness of training programs implemented.
- **Strategic Communication Design:** Designing and executing communication strategies aimed at engaging global stakeholders, leading to a remarkable 35% increase in overall engagement.
- **Freshers Engagement Strategy:** Devising a targeted keep-in-touch strategy to engage freshers, resulting in a notable 7% reduction in dropout rates and an increase in engagement levels.
- **Asset Management:** Handling and maintaining records of Asset Delivery and Recovery, ensuring efficient asset management within the organization.
- **Enhancing Employee Relations:** Collaborating closely with both management and employees to cultivate strong employee relations, bolster morale, and contribute to overall productivity and retention improvement.
- **Employee Engagement Strategy:** Formulating and implementing innovative employee engagement strategies, contributing to improved work dynamics, enhanced employee satisfaction, and overall organizational success.
- **Offering Expert Consultation:** Providing expert consultation to line management, offering invaluable HR insights and recommendations to drive effective decision-making.

SKILLS

HR Operations and HRBP	Recruitment Strategy
Talent Acquisition & Management	Employee Relations & Engagement
Data Analysis	Change Management
Grievance Handling	HR Technology Integration
Organizational Development	Diversity and Inclusion Advocacy
Stakeholder Engagement	Vendor Management
Performance and Career Development	Customer Relationship Management

TECHNICAL SKILLS

Tools & Technologies:

MS Office Suite (Office, Excel, PowerPoint)

EDUCATION

Bachelor of Technology in Computer Science And Engineering

Biju Pattnaik University of Technology | Bhubaneswar, India

06/2016

HONOR AWARDS

Recipient of the Recruiting Excellence Award in RMG from In2IT, recognizing exceptional achievements in recruitment prowess.

In2IT Technologies

PERSONAL ATTRIBUTES

Strategic Leadership

Emotional Intelligence

Unwavering Professionalism

Empathetic & Eloquent

WORK EXPERIENCE

HR – Executive Recruitment and Operations Mitratesh India

08/2021 - 11/2021

Hyderabad, India

- **Handled ADP Tool and Onboarding Support:** Managed the ADP tool to assist associates with various processes, including onboarding, benefits enrollment, wellness programs, payroll activities, and adherence to Mitratesh policies.
- **Recruitment Cycle Expertise:** Oversaw the complete recruitment cycle through the Applicant Tracking system. Addressed inquiries from managers and employees about benefits enrollment, plan provisions, status changes, claim concerns, and general inquiries.
- **Documentation Preparation:** Prepared essential documents such as Relieving, Probation confirmation, Loan, and EL letters for employees using DocuSign.
- **Recruitment Metrics Analysis:** Monitored and analyzed recruitment metrics to enhance recruitment strategies and streamline processes for improved efficiency.
- **New Hire Onboarding:** Successfully completed the onboarding process for new hires. Accurately updated all relevant details on the ADP system, coordinated HR paperwork, and facilitated employee outreach emails.
- **Employee Recognition Initiatives:** Actively participated in employee rewards and recognition programs, contributing to fostering a positive work environment.
- **Benefits Orientation and Insurance Management:** Managed the Benefits Orientation process for new hires. Ensured accurate and up-to-date information on ADP, facilitated distribution of HR paperwork and employee outreach emails, and maintained precise insurance records with third-party providers by handling additions, deletions, and corrections.

HR Executive: Recruitment and Operations Valuelabs

03/2020 - 08/2021

Hyderabad, India

- **Comprehensive Recruitment Expertise:** Managed end-to-end recruitment for medium and senior-level positions across diverse industries, such as Automobile, Oil & Gas, Mechanical, Chemical, and FMCG sectors.
- **Candidate Sourcing and Interviews:** Successfully interpreted client requirements, utilized job portals and headhunting techniques to identify suitable candidates, and skillfully scheduled interviews.
- **Efficient Process Management:** Maintained weekly Management Information System (MIS) reports, ensuring streamlined interview processes.
- **Documentation and Employee Records:** Prepared appointment letters, experience letters, and relieving letters. Managed employee files, and effectively updated employment and status-change data online.
- **Employee Relations and HR Initiatives:** Fostered strong employee relations by collaborating closely with management and staff to enhance morale, productivity, and retention. Led campus hiring efforts, bringing in over 100 new hires. Developed HR initiatives aligned with business requirements.

Human Resources IT Recruiter In2IT Technologies

06/2017 - 03/2020

Bhubaneswar, India

KEY STRENGTHS

HR Expertise:

An HR Expert with an indelible reputation for working with a renowned organization to deliver human capital needs. Demonstrate the best HRM practices and provide benefits for organizations by understanding tactical and strategic HR functions and processes to achieve goals such as reduced employee turnover, and increased productivity. Advanced knowledge of employment-related laws and hr policies/practices.

Talent Acquisition:

Efficiently identifying and attracting top-tier candidates through innovative sourcing techniques, conducting rigorous assessments to ensure the best fit for the organization, and building strong relationships with both candidates and stakeholders to foster a seamless and successful recruitment process

Recruitment Strategy:

Designing and implementing targeted approaches to attract diverse and high-caliber talent, leveraging data-driven insights to optimize candidate selection and experience, and collaborating closely with stakeholders to align recruitment efforts with organizational goals and foster a competitive advantage in the market.

Continuous Learning:

Stay abreast of changing laws, requirements and practices in the HR field. Take steps to develop and maintain the knowledge, skills, and expertise necessary to achieve positive results through interaction with industry professionals and attending certification courses to understand the trends and bring back the best practices to the organization.

CERTIFICATES

Certification in Employee Engagement from LinkedIn
(Partner: SHRM)

Certification in Human Resource Business Partner
(HRBP) from LinkedIn (Partner: SHRM)

Certification in Technical Requirement Professional
from DevSkiller

Certification in Tech Recruiter from Hrist.com

Certification in Employer Branding Certified from
Hrist.com

Certification in Talent Mapping & Stakeholder
Management from LinkedIn.

Certification in Modern HR Management & Human
Talent Mgmt. from Alison

Certification in Human Resource Business Partner
(HRBP) from Udemy

LANGUAGES


English

Full Professional Proficiency

Hindi

Native or Bilingual Proficiency

INTERESTS

 Listening to music

 Social networking

 Sports & fitness

 Cooking