



Alekhya Robbi

Manager - Human Resources

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🌐 Hyderabad, Telangana

A HR professional with over all experience of more than 7 years in IT & Business Consulting Industry specialized as HR Business Partner, Core HR operations and Talent Acquisition. I have developed a broad range of skills and expertise in HR Operations, Performance Management System, Identifying Training Needs, Employee Grievance Handling, Developing and Implementing Policies, Separation Processes.

I am a passionate and driven HR Business Partner who is committed to supporting organizational success through effective HR management. With my experience, I am confident that I can make a valuable contribution to any organization that needs support in HR function.

Experience

Manager – HRBP – Healthfirst Technologies, Hyderabad – April 2022 – Till Date

Senior Executive – Human Resources - Cambridge Technologies, Hyderabad - June' 2018 – Till Date

Executive – Human Resources - Cambridge Technologies, Hyderabad - August'2015 – March' 2016

Associate- Talent Acquisition –Wipro Ltd, Bengaluru. - Jan'2014 – Jan'2015

Officer HR • Satyam Venture Engineering Services Pvt Ltd, Hyderabad - March' 11 to March'12

Education

Master's in business administration (MBA) From Acharya Bangalore B School, Bengaluru, Karnataka

Skills

- Employee Pre-boarding and On-Boarding
- Employee Separation
- Building HR programs and policies
- Leave Management
- Employee Engagement and CSR Activities
- Employee Retention
- Recruitment Cycle
- Drove Employee Referral Programs
- Performance Management
- Reward and Recognition
- HRIS
- Employee Grievance
- HR Analytics (Reports)
- Employee Survey
- HR Dashboards
- Vendor Management

- I have been responsible for overseeing the recruitment and retention of top talent, developing and implementing employee engagement programs, Performance management cycle.
- Handling a team of recruiters and completely responsibly for hiring end to end. Also maintain and presenting hiring dashboards. Led the development and execution of New Hire Orientation; identified and resolved employee concerns.
- Directed employee engagement activities on a monthly basis, conducted activity programmed for all departments
- Drove effective maintenance of HR policies and successfully implemented the same through a series of efforts
- Successful in managing end-to-end HR processes at different levels in a matrix structure and ensuring risk mitigation & compliance
- Develop an effective partnership with employees, managers, leaders and ensure positive work environment. Act as advisor to businesses in helping them manage people related matters from time to time.
- Serve as point of contact for employee queries, work with appropriate stake holders for resolution, ensure positive closure and enhance employee experience in the organization.
- Ensuring the employee engagements activities such as Fun @ Work, HR Connect, One-on-Ones, Team meetings, social meetings, and various employee engagement and fun activities (physical and virtual).
- Support Organizational effectiveness and competitiveness across the company (identify critical skills, enhance people management and development)
- Collaborate and partner with business for the re-designing and implementing the best HR practice in the areas of compensation, recruitment, benefits and learning.
- Organized multiple team building employee engagement activities.
- Worked with the Talent Acquisition management team to identify the future demand and providing the feedback as per the organizational metrics.
- Responsible for fulfilling the demand and ensuring the recruitment process is completed in a fast, efficient and professional manner.
- Addressing Executive escalations, Investigations into policy violations (Fraud, Theft, insubordination, ethics, attendance), alleged wrongful terminations, harassment, discrimination allegations, poor performance related issues and providing timely resolutions compliant with policies and guidelines.
- Comprehensive understanding of labor laws and employment legislation.
- Skilled in conducting investigations related to workplace grievances, discrimination, and other labor-related issues.
- Strong knowledge of employee rights, termination procedures, and workplace safety regulations.

Employee Grievance Management:

- Handling and resolving/following up of all the disciplinary cases (virtual and physical), emergencies
- with appropriate warning letters
- Timely, responsive and accurate closure of all HR operational issues

Employee Engagement & Retention:

- Taking care of employee engagement from scratch till completion; Generating new ideas, planning, execution and budgeting Play a key role in defining, talent management, employee engagement, and employee retention strategies for the region along with the Business Head
- Drive people engagement initiatives
- Ensure people issues and challenges within all business in the region are resolved Ensure rollout of the HR programs within the business – succession management, talent assessment, performance management.
- Releasing & closing IJP
- Taking Induction for the larger groups
- Reviewing & amendment of Policies whenever required

Employee Separation Management & Analysis:

- Maintaining Exit Dashboard, Exit Interviews and Facilitating Full & Final settlement to the next level.
- Managing complete exit process and liaising with business & other internal stakeholders
- Conduct exit interviews and draw conclusions from the responses

Rewards & Recognition:

- Framed Reward & recognition policy & updating it with new changes.
- Drive Rewards & Recognitions at corporate level.
- Encouraging the use of the R&R policy & developed a culture in the Organization, with adequate controls in place

On boarding and Orientation

- Overseeing all HR operations ensuring smooth on boarding of the candidates.
- Communication of HR policies through Induction Presentation

Recruitment Cycle

- Managing End to End Hiring
- Raising Requests by understanding the requirement and allocation of work to the team of recruiters
- Creating dashboards and presenting to top management

Performance Management & Employee Relations:

- Responsible for end to end Performance Appraisal Process
- Initiating the Annual Appraisal Process and laying guidelines for the PMS.
- Reviewing through Key Result Areas, Performance Standards, Applying & Developing Competencies.
- Performance appraisal plan and defined parameters for evaluation of performance- mapping the KRAs and KPIs in consultation with Business Heads.
- Effectuating Performance Management System through KRA,KPA,KPI Setting, Driving goal setting process, mid-year reviews, year-end appraisal and ensuring completion as per defined guidelines
- Lead PMS right from goal setting, performance & leadership competency review, normalization, increment & promotion
- Initiation and completion of all PIP (performance improvement plan) & PAP (Performance Action Plan cases, and closure of all cases.

Background Verification

- Background verification of any new employee need to be initiated on or before 3 working days Follow up with the vendor for the reports by the TAT.
- Background Verification compliance has to be 100% and any deviations need to be escalated to the respective stake holders Attending to the verification emails for separated employees within 2 days from the date of mail receipt.

Employee Probation

- Initiate probation confirmation emails to respective managers at least 15 to 20 days prior to date of confirmation.
- Ensure to receive valid data at the earliest In case of probation extension or PIP discuss with the manager and employees and ensure the KRA;s are set.
- To send out employee probation confirmations as on date. Follow up on probation extensions and give it a closure. In case of PIP and KRA's are not met by the employee, to discuss with the respective manager and process to Exit.

Vendor Management

- Working closely with different consultancies, making sure the vendors are engaged, answered, and paid in time and provide regular update for changes in requirement.

I hereby declare that the information provided is correct to my knowledge and will be responsible for any discrepancy.

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