Chandini D

+91-7829934765

hr1.chandini@gmail.com

Aspiring for challenging assignments in Human Resource Management with an organization of repute. Skilled in identifying and hiring through different sources, handled employee life cycle, HRBP, end to end recruitment cycle, HR Operations & People Management, Change Management and Audit. Self-motivated with the ability to excel in a fast-paced environment; manage competing priorities and adapt readily to new challenges.

PROFILE SUMMARY

• With over 11+ Years of progressive experience in managing human resources, achieving cost reduction through niche hiring, employee retention and working for employee engagement across levels and functions. Experienced in working with Startup level environments.

HR experience includes working in:

- ~ Talent Acquisition (TA)
- ~ Joining Formalities & On-Boarding
- ~ Business Partnering
- ~ Performance Management System
- ~ Statutory Compliance Audit
- ~ Change Management operations

- ~Internal Job Postings (IJP)
- ~Induction
- ~Employee Engagement
- ~Training and Development
- ~Compensation and benefits
- ~Vendor Management
- ~BGV (Background Verification Checks)
- ~HR Operations
- ~Exit Formalities/ Separation
- ~Employee Database Management
- ~Internal Transfer
- ~Singapore/Oversea Hiring and
- Presently associated with VIS Network Pvt Ltd as HR Manager.
- Proficient in managing Talent Acquisition, Employee Engagement, HR Operations, HR Generalist & HR Business Partner activities.
- Leading a team of 3 personnel.
- Responsible for managing Talent acquisition, operations for Oversea locations like Singapore, the Philippines.
- Managed Talent Management and ensured adherence to the process with involvement in team management, stake holder management, & database management.
- Extensive experience in efficiently managing all HR Operational processes in terms of employee relations, retention management, onboarding & induction, employee engagement, accuracy & processes leading to seamless service delivery for VIS Network and Sister concerns of VIS.
- Closely working with Functional Heads, Project Managers and Management.
- Has experience in closely working with COO/CFO/CTO.
- Established successful relationships with senior management/ stakeholders to enable change and drive talent management.

ORGANIZATIONAL EXPERIENCE

Current Employer: VIS Networks Pvt Ltd, Bangalore.

Current Designation: HR Manager - from April 2017 to till date

About VIS: Leading System Integrators in the market for the past 11 years with 650+ employee strengths who also Specialised in IT networking &Services, Telecommunication, AV Solutions and **Software Development**. Having the presence in the metro cities, Singapore, Philippines and Australia.

- 1) Previous Employer: Chroma Chemie Laboratories India Ltd (Group of LGC Promo Chem India)
- Designation: HR Executive (Operations and TA specialist) from September-2016 to March 2017
- 2) Previous Employer: Talent Track Services, Bangalore
 - **Designation: Manager HR** from **June 2010 to September 2016**

Key Result Areas:

HR TA Activities / HR Business Partner

- Handling multiple requirements, skills & experience levels (Fresher, Lateral & Leadership Hiring). The job posting, sourcing from Vendors & social media, Screening, Validating, negotiating salary, checking quality, Scheduling Interviews, Making Follow Up calls.
- Handling end to end employee life cycle management.
- Partner with Competency heads to develop overall business objectives in HR assistance & support.
- Facilitated talent review, Open house and all hands secession with business leaders to improve organizational effectiveness.
- Acts as a single point of contact for the employees.
- Help in maintaining a strong business relationship with the stakeholders & employees.
- Taking care of Compensation and Benefits for employees.
- Planning manpower requirements in consultation with stakeholders of different functional & operational areas
- Involved in recruiting key talent for the different departments.
- Collaborated with managers to understand technical job duties, responsibilities, staffing needs and business requirements for listing out the KRA's

- Developed job descriptions with the help of PMs and utilized multiple sources to attract quality candidates.
- Annual Operating Plan: Cost & Budget Analysis.
- Attendance management and sharing the inputs for the monthly payroll process for the Finance team.
- Handling statutory compliance like PF process, ESIC.
- Assisting employees in the Mediclaim process and sharing addition and deletion details with the medical insurance department on monthly basis.
- Managing vendor agreements and working with the legal team for disputes settlement.
- Managing SLAs with all the departments.
- Internal Job Posting Management (IJP)
- Handle all queries and escalations from employees.
- Involved in the creation of skill matrix and training plan based on individual employee competence and requirements of the role.

Induction & Operations

- Guiding the new joiners in completing the joining formalities.
- Welcoming the new joiner in the organization.
- Handling HR orientation to all new joiners.
- Explaining and guiding the new joiner about company, policies, work culture and responsibilities.
- Introducing to the team, managers and the management.
- Informing all other departments for necessary arrangements.
- Ensuring the new joiners receive the necessary training and inducting them to concerned projects.
- Providing details of new joiners to the admin department for ID and access card issues.
- Providing new joiners inputs to the IT help desk for official Email ID creation.
- Coordinating with IT Team for IT accessories like Laptops, desktops, Email-ID configuration for the new joiners.
- Initiating BGV check via the third party and with internal team support.

Employee Relations and Performance Management

- Employee life cycle management.
- Handling and answering the queries of Leave & Attendance Management.
- Active participation in employee retention program with involvement of Leaders, Managers and Top-level management.
- One-One & Skip Level Meetings to understand employee pulse.
- Ensured necessary approvals from HOD / Competency Head for smooth functioning of BU.
- Addressing daily employee queries & concerns develop long term relationships with employees through personal interaction and proximity.
- Taking care of appointment letters, confirmation reviews confirmation letters, transfer letters, employment proof letters and other HR-related letters to the employees.
- Conducting employee satisfaction surveys whenever required to check the pulse of the organization.
- Organizing monthly events like birthday celebrations, new joiners welcome notes, festival celebrations and HR Meetings.
- Handling and updating HRIS system on a time to time basis (Saral Software).
- Planning for monthly engagement activities.
- Rewards & Recognitions programs.
- Preparing monthly HR reports, dashboards and MIS reports such as Recruitment tracker, Budget tracker, and Employee attrition tracker.
- Talent retention with necessary approval from Management.
- Handling all queries, grievances and escalations from employees and ensuring the same are resolved within committed timelines.
- Preparing and maintaining HR reports like new joiners, employee database, HR-related reports which are mandate for audit.
- Responsible for drafting and finalizing KRA/KPIs for the annual performance management process.
- Initiating performance appraisal program for 650 employees across multiple Locations and sister concerns on annual basis. Preparing Increment/appraisal letters.

Change Management, Policy Formulations and Audit:

- Successfully handled internal transfers and reformulation of Departments.
- Responsible for formulation of HR policies and processes in accordance with company objectives.
- Responsible for handling, initiating, coordinating with audit firm for ISO 9001-2015 and ISMS 27001 audits.

Exit Formalities & Separation:

- Handling relieving formalities and conducting exit interviews.
- Liaise with the finance department regarding the full and final settlement statement and ensure the payments are made as per the given schedule.
- Issuing the release letters to exit employees.
- Track the reasons for resignation and convey the exit interview feedback to the management.
- Take measures to retain talented employees and manage attrition.

• Coordinating with IT Team for disabling IT accessories like Laptops, desktops, Email-ID for the exiting employee.

CAREER HIGHLIGHTS AND TECHNICAL SKIILS

- Awarded as a Best Performer and Team Manager for the highest number of hiring Closures and Recognized with the "Certification of Appreciation" for my contribution and commitment.
- Completed ISO 9001-2015 internal audit training and holding Certificate of "ISO 9001-2015 INTERNAL AUDITOR" in the current company from the leading audit firm.
- Proficient in handling google Drive, google site creations.
- Proficient in MS office tools and Saral payroll Software

ACADEMIC RECORDS

- Master of Business Admiration from Karnataka State University -2011
- Bachelors in Business Management from Seshadripuram College under University of Bangalore 2009
- PUC from Karnataka PU Board SYA Pre University 2006
- SSLC from Karnataka Start Board Seshadripuram Girls High School 2004

PERSONAL DETAILS

Date of Birth::23rd March, 1989Father's Name:Dasharath Rao Nallodi

Languages Known : English, Hindi, Marathi, Telugu and Kannada.

Marital Status : Married

Address:Basaveshwar Nagar, Bangalore - 560079Passport:Yes (Number would be given upon request)Interests:Craft works, Gardening, Listening Music, singing

Reading short stories, Cooking.

Social Media profile : https://www.linkedin.com/in/38278a84/