

**FUNCTIONAL SUMMARY:**

- High-level Professional with 12.6 +Yrs of rich experience in HR end-to-end hire-to-retain process and Sr. Project Management specialist experience in various domains in multiple organizations.
- Good at Knowledge management with proficiency in KNA tools, and implementation of knowledge management best practices with Project teams, stakeholders, and client Management.
- Strong mentoring skills, capable of leading and motivating individuals to maximize productivity while fostering cohesive teams in a virtual environment.
- Ability to manage multitask and delivered results in a fast-paced and growing environment with Strong project management administration skills.

**EDUCATIONAL QUALIFICATIONS:**

- Completed **Six Sigma - Green Belt Certification** for Internal Operating project.
- Completed the Integrated Project Management Training (IPMT) certification- equal to PMP Training by Udemy.
- Completed the certification of **Kaizen to Improve Operational Excellence** by CII.
- Completed the certification of **Advanced Data Analysis using Tableau** by CII.
- Post Graduated: **M.Phil. in Management**. Venkateshwara University. **June 2010**.
- Post Graduated: **MBA in Human Resources**. SASTRA University. **June 2008**.
- Graduated: **B.Com**. Shrimathi Indira Gandhi College is affiliated with Bharathidasan University. **June 2006**.

Organization	Role	Duration	Years
Honeywell Technology Solutions, Bangalore	Sr. HRIS Business Analyst	May 2014 – Till Date	9.3 years
SKF Technologies India Pvt. Ltd,	HR Executive	Jan 2011 – Nov 2012.	1.11 Years
Skill Matrix Pvt. Ltd,	HR Generalist	Aug 2009 – Dec 2010.	1.5 years

**ACCOLADES IN HONEYWELL:**

**2022 - Honeywell Bravo Award for Be Committed to Contribution to AS9100 Audits and Process Improvements.**

**2021 - Honeywell Bravo Award for Excellent Support on Vajram Program.**

**2021 - Honeywell Bronze Bravo Award for Well Committed to Internal & External Training.**

**2020 - Honeywell Bravo Award for completing the Priority tasks and delivering on time.**

**Earned a Few Cash Awards and Incentives for on-time delivery of HR assignments in SKF Technologies.**

**KEY ASSIGNMENTS AND ACCOMPLISHMENTS:****3. Honeywell Technology Solutions – Bangalore, (2014 Jan onwards)****Sr. HRIS Business Partner Roles and responsibilities:**

In HR Services (HRS) working in a critical part of the strategy and operational execution of the global HR operating model driving HR process standardization. Delivers a portfolio of HR-shared services spanning payroll, global mobility, operations, and benefits delivery, data analytics/insights, and HR systems and portals, including HR Help, to support Honeywell employees in Aerospace Domain. HRIS delivers services with a focus on Right & Fast, Honeywell User Experience (HUE), quality, productivity, and cycle time.

**❖ Employee Engagement responsibilities:**

**NEO (New Employment Orientation):** Handling onboarding formalities and facilitating induction of new employees from day one to Retire process.

**Internal Recruitment:** Handling end-to-end internal recruitment processes for all levels in the organization.

**Employee Engagement Activities:** Designed and implemented employee engagement activities - fun at work, Skip Level, Group Assimilation, Open employee communication Forums, rewards mechanisms, and team building.

**Buddy mentor program:** Facilitate a buddy mentor program for new employees and potential top talents for key roles.

**Employee relations:** Facilitate the employee satisfaction Survey and coach leaders on the output to take specific actions. Handle employee grievances with the Functional Manager.

- Payroll Process: Initiate the Payroll process for NEO and employee exits, prepare dashboards, and analyze payroll data for input to leadership MOR.
- Lead and participate in cross-functional process improvement initiatives with upgrades of SOP

documents.

- HR Data Management – ensuring all associate paperwork is processed accordingly.
- Provide thought leadership, coaching, mentoring, and guidance to the function and key stakeholders on building a world-class HR Shared Services function
- Review, execute, and audit HR transactions relating to worker life cycle or employment job changes (e.g., hires, terminations, mobility transfers)
- Daily calls with Ask HR – our first line into HR - to support escalated queries
- Provides advanced guidance and counsel to business leaders, Human Resources Business Partners, and team members on all compensation, rewards, and organizational design aspects.
- Manage the Internal and external vendors, work with the procurement team to raise the Internal Purchase order, and negotiate the vendor contracts offers.
- Develops, fosters, leads, and enhances the customer service, product, and service delivery of enterprise-wide and divisional compensation programs to ensure that customer needs are met within appropriate timelines
- Manages complex ad-hoc compensation projects and initiatives and represents compensation in cross-functional teams as a subject matter expert on compensation and rewards.
- Collaborate with hiring managers to identify workforce needs and develop job descriptions.
- Implement effective onboarding and orientation programs for new employees. Work closely with managers to develop talent management strategies and succession plans.

#### ❖ **Performance and Change Management responsibilities:**

- **Performance Management:** Conduct brown bag sessions on the performance management process. Facilitate goal-setting and feedback sessions for all the SBU leaders.
- **Compensation:** Handle compensation-related documentation and revisions for the Internal employees of the Aerospace domain.
- **HR database:** Leave & Attendance Management; Handling Employee Database; Maintaining & updating the employee records in HRIS Software; Responsible for generating all documentation letters.
- Develop and implement performance management programs, including goal setting, performance reviews, and feedback mechanisms.
- Support managers in providing regular coaching and mentoring to enhance employee performance aligned with the Honeywell Behaviors.
- To identify training and development needs to support performance improvement plan through IDP or PIP.
- Support organizational change initiatives and provide guidance to managers and employees during periods of transition.
- Developing the change management strategies and communication plans under management guidance and decisions.

#### ❖ **Training and Development responsibilities:**

- Responsible for the complete training development lifecycle experience with - analysis, design, development, implementation, and evaluation (ADDIE) of learning initiatives for the Aero SGB of Honeywell India to publish the yearly calendar.
- An individual can work cross-functionally and collaborate with the L&TT Operations team and other leaders, to develop and deliver the training needs.
- As a competency lead manage and execute strategic and tactical projects within their assigned divisions,
- Closely work with functional and organizational leadership to ensure alignment of learning initiatives and with business strategies.
- Business Partners analyze the HPD results and communicate learning outcomes will be a change agent to help achieve the efficiency and effectiveness of the Talent Development mission and that positively impact business goals.
- Training initiatives are to be delivered in a variety of formats, including both VILT, classroom, and online delivery methods (Coursera/Plural Sight), and will require working closely with program sponsors and vendors.
- Partner with business teams to identify the training needs to build their capabilities, especially for the technology topics (based on CDP).
- Build relevant and sustainable learning solutions using modern learning approaches (Online /Flipped Classroom/ External batches)
- Circulate the latest and greatest learning resources (from Learning Hub (LMS)/Plural Sight/Coursera/Udemy) on the most relevant technical or soft skill subjects from various sources relevant to the business teams.
- Measure the impact and success of all learning solutions, update the CDP portal, and report them to the leadership team and the organization.
- Identifying the instructional strategies that help participants to learn the skillset defined in the IDP.

- Designing the year plan to Planning, identifying Internal or External facilitators, finalizing logistics, PR/PO for any month by the 20th of the previous month.
- Ensure class materials and documentation for Internal Org Level Programs are maintained and up to date. (i.e, Ground school training IPMT, Advance Systems Engineering.
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- Evaluate the instructions and courses and make recommendations for improvements by collecting feedback.
- Experienced in supporting L&D/KM needs for business teams - especially technology teams and Knowledge of instructional design methodologies globally and ability to influence business managers and leaders.

#### ❖ **Post-Training Knowledge Management Evaluation responsibilities:**

- Design and implement a knowledge management framework based on people, processes, and technology for all SBUs in HTS India.
- Develop a Knowledge Management (KM) Strategy in close collaboration with the Managers. The strategy includes a roadmap for implementation in KM.
- Design and facilitate KNA analysis with the help of the in-house KNA Tool and experience in conducting KNA workshops across HTS.
- Conduct workshops on knowledge management fundamentals across SBU, covering aspects of creation, validation, storage, and dissemination of knowledge.
- Facilitate the project teams on using KNA output to make business and people-related decisions.
- Evaluate the health of knowledge management practices on various dimensions including people, process, infrastructure, knowledge culture, knowledge maintenance, and knowledge transfer and knowledge usability.
- Analyze the Knowledge sharing flow patterns in respective teams, share output and assist the business in identifying and implementing improvement actions.
- Assisting the various teams in conducting a “health check” of their knowledge management capabilities across different attributes essential for success.
- Provide training and support to program teams and partners for KM tools, replication methodologies, Knowledge Transfer and Exchange (KTE) technologies, or other learning material.
- Ensure all related knowledge management content is flagged, reviewed, and verified regularly and information is maintained timely and identified in the KBD tool.

#### ❖ **Reporting and Analytics Responsibilities:**

- Leading the HR operations team and People Soft Analyst team to support employees’ level to complete day-to-day operations in the HRIS Group.
- Helps to define requirements for systems that will facilitate increased efficiencies, automation, and/or self-service for various HR processes
- Establishes a standard streamlined set of HR processes and manages employment data's integrity and security, maintaining comprehensive knowledge of benefit programs, plans, policies, and processes.
- Effectively managed the HR administration team which administers the HRIS system and other associated tasks as part of group HR processes
- Maintain employee documentation as required per the company policy such as personnel files, and other related information, and ensure company policy information, processes, and any HR-related information is kept up the employee record updated.
- Analyze HR data and trends to generate reports and insights for senior management.
- Provide recommendations based on data-driven insights to improve HR processes and enhance organizational effectiveness.
- Plan and prioritize workload to ensure key HR business processes have the resource to provide the agreed service levels
- Developed efficient and effective HR business processes that meet the needs of the business and be actively involved with the centralization of payroll systems into the HRIS team.
- Provide high-quality, consistent HR guidance, support, and resolution to managers and employees with a focus on employee-centric service
- Identify customer-impacting issues and implement solutions and process improvements to increase customer satisfaction.

I hereby declare that all the information furnished above is true to the best of my knowledge.

Place: Bangalore

**S.Sangeetha**

Date: