



## Sadiqa Rasul

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<b>Career Synopsis</b>	<ul style="list-style-type: none"> <li>• A result-driven, enthusiastic HR Professional having over 9+ years of rich experience in HR domain from top-tier global consulting, technology, social sector &amp; research organizations.</li> <li>• Hands-on experience as an HR Business Partner &amp; in HR Operations.</li> <li>• Last employments include with eGovernments Foundation as Manager-HR &amp; Engagements, HRBP at Intrado &amp; HR Business Advisor at Deutsche Bank.</li> <li>• Areas of expertise – Stakeholder Management, HR Analytics &amp; Strategy, Talent Acquisition, Employee life cycle management, Employee Surveys, Change Management, Statutory Compliance, Emp. Engagement, Organizational Development, PMS &amp; LMS, Rewards &amp; Recognition, Learning &amp; Development, Trained on Workday HCM application.</li> <li>• Industry exposure – IT Consulting, Financial Advisory Services &amp; Investment Banking, NGO</li> </ul>
<b>eGovernments Foundation</b> <u>Manager - HR &amp; Engagements</u> Sep 2021 – Nov 2022 Location: Bangalore (Involved domestic traveling)	<ul style="list-style-type: none"> <li>• Led the HR, Admin functions &amp; Employee Engagements at eGov.</li> <li>• Re-conceptualized, designed and relaunched the Onboarding and Induction program</li> <li>• Revamped, developed and implemented HR strategies - internal policies &amp; processes, employee relations, recruitments and retention, performance &amp; change management.</li> <li>• Provided day-to-day performance management guidance to internal stakeholders (e.g., coaching, counseling, career development, disciplinary actions, etc.)</li> <li>• HR Analytics &amp; Reporting (Monthly HR Dashboards, Data &amp; Insights to Leaders, etc.)</li> <li>• Collaborated with leadership and department heads to devise and drive people strategies</li> <li>• Led and drove D&amp;I culture and initiatives</li> </ul>
<b>Intrado India</b> <u>HR Business Partner BLR</u> Feb 2020 – June 2021 Location: Bangalore	<ul style="list-style-type: none"> <li>• Supported global business leaders and advised them on HR processes &amp; projects, connected the HR Centers of Excellence with internal departments while adhering to organizational policies &amp; procedures, as well as local laws</li> <li>• Developed a broad understanding of the assigned business unit's operational processes &amp; procedures, and how these relate to the overall enterprise strategic goals and objectives</li> <li>• Assisted BU leaders with developing &amp; executing identified business strategy through providing HR consulting, employee impact guidance, employee experience, &amp; connecting with support staff from the HR Centers of Excellence to achieve desired goals and results</li> <li>• Aligned international HR business partnering including employee coaching + Managers coaching on compliance to employment laws in India to reduce employee litigation risk</li> <li>• Supported corporate and departmental policies regarding employee relations &amp; made recommendations to management regarding necessary resolutions</li> <li>• Talent Management</li> <li>• Participated in cross-functional projects to streamline and build a "One Intrado" culture</li> </ul>
<b>Deutsche Bank Operations International</b> <u>HR Business Advisor</u> <u>(Project based Contractual role for 7 months)</u> March 2019 - Sep 2019 Location: Bangalore	<ul style="list-style-type: none"> <li>• Worked with senior Business Stakeholders within Infrastructure Function</li> <li>• Supported in building a performance culture, worked on the PMS process implementation during mid-year appraisals and total performance indicators analysis to assist business with insights to take better decisions</li> <li>• Advise, and support managers in relation to employee issues</li> <li>• Provide timely intelligence through exit interviews, attrition metrics &amp; exit analysis</li> <li>• Worked on HR projects to foster employee engagement across locations</li> <li>• Assisted employees &amp; stakeholders with queries and processes related to Workday HCM</li> </ul>

April 2017 to Dec 2018	Involved in a family business. Details & references can be provided on request.
<b>Netscribes (India) Pvt Ltd</b> <u>Assistant Manager - HRBP</u> Nov 2015 - March 2017 Location: Kolkata	<ul style="list-style-type: none"> <li>• Role of HR Business Partner &amp; HR Generalist – Reporting to the HR Head</li> <li>• HRBP for 2 business units – Investment Research &amp; Product Development</li> <li>• Induction + Employee Engagement SPOC for the location – onboarding &amp; orientation</li> <li>• Recruitments &amp; Selection – Fresher &amp; mid-level hiring</li> <li>• Strategic HR partner - entire Employee Life Cycle Management - Onboarding till Exit</li> <li>• MIS Reporting &amp; Management –HRIS &amp; HRMS</li> <li>• Key Achievements: Won Spot Awards twice for exceptional contributions</li> </ul>
<b>Grant Thornton</b> <u>Executive HR</u> Jan 2014 - Aug 2015 Location: Bengaluru & NCR	<ul style="list-style-type: none"> <li>• Assisted the People &amp; Culture leader and the HR Director on driving organization wide projects &amp; initiatives on national level pertaining to the cultural development of the organization</li> <li>• Individual contributor role in few critical projects such as Supercoach Program, GT Expression for Organizational Development</li> <li>• Employee engagements &amp; internal events - assisted in conceptualization, launch &amp; execution of all the programs/events across the firm followed by Employee Surveys</li> <li>• Assisted in re-designing &amp; implementing the firm's policies</li> <li>• Reward &amp; Recognition programs and other cultural initiatives</li> <li>• L&amp;D and training workshops - Assisted in launching and driving various learning programmes</li> <li>• Collaborated with the MarComm team for Internal communication pertaining to the firm's events &amp; initiatives</li> <li>• HR Ops &amp; Function for South India – Bangalore, Hyderabad &amp; Chennai</li> <li>• Career Highlights –</li> <li>• Execution of the J&amp;K and Nepal Quake Relief Fund drive across firm</li> <li>• Successfully drove and managed Stepathlon – A fitness drive for the firm</li> <li>• Led, drove and also represented GT on national level at NDTV Devils Circuit Swift Challenge - Hunt for the Fittest Corporate</li> <li>• Worked with the national team in driving the Global Jam in South India</li> </ul>
<b>Capgemini India Pvt. Ltd.</b> <u>HR Consultant</u> Feb 2012 - Aug 2013 Location - Kolkata	<ul style="list-style-type: none"> <li>• HR Consultant in the HRO Shared Services</li> <li>• As a member of the offshore team at Kolkata center, we supported the global onshore teams for the HR operations and service delivery across geographies</li> <li>• Awarded "Certificate of Recognition" for excellent performance in 2012</li> </ul>
<b>Professional Attributes</b>	<ul style="list-style-type: none"> <li>• Workday HCM applications &amp; HR tools - Image Now, BOI tool, I Grasp, etc.</li> <li>• Lean Six Sigma – Yellow Belt Training</li> <li>• MS Office, SAP HR &amp; ORACLE Database Applications</li> <li>• Effective communication, documentation &amp; presentation skills</li> <li>• Sound analytical &amp; statistical ability with problem solving skills</li> <li>• Ability to effectively manage and advise large groups of senior stakeholders and employees</li> <li>• Demonstration of integrity, values, principles, work ethics</li> </ul>
<b>Academics</b>	<ul style="list-style-type: none"> <li>• University of Calcutta - Master of Arts (MA English) Passing year - 2009</li> <li>• Bachelor of Arts (BA English Hons.) Passing year - 2007</li> <li>• NMIMS - MBA (Distance Program) Pursuing, 2022-24</li> </ul>
<b>Social Alliance &amp; Volunteerism</b>	<ul style="list-style-type: none"> <li>• Been an active social worker with NGOs, have volunteered for various social causes</li> <li>• Ex-member of the Interact Club associated with the Rotary for projects on social welfare</li> </ul>
<b>Interests</b>	Travel, books, baking & documentaries