

Ishita Singh

Assistant Manager - Rewards & Performance

Contact

Navi Mumbai
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Key Skills

Compensation
Performance & Rewards
(SME & Trainer)
Reporting
EDM (Employee Data
Management)
HRIS
Hyperion/OBIEEE
Peoplesoft
ALT-OB
Symphony/Taleo
Stakeholders Management
Payroll Leave Management
Position/JAE Management
Talent Management
ESG/Sustainability concepts

Objective

Detail-People-Logic oriented empowering professional with more than 10 years of diverse HR experience, currently Assistant Manager being SME for 2 processes, administering EDM, Performance & Rewards process for last 5 years. Eager to utilize my expertise & leadership skills as HR professional to improve employee experiences & embrace corporate challenges.

Experience

Jan 2018 - Present

Assistant Manager • BMCSL(Seamex)(Aditya Birla Group)

- Lead team of 9 members for 3 ABG Businesses & also being part of Governance Meetings
- Managing ESOP/LTIP & flexi comp project.
- Compilation & managing the TAT of EDM & Compensation & Benefits wrt Details received Business wise
- Assessing & Analyzing the data wrt Performance & Governance measuring factors.
- Handled End to End Performance & Reward Process for all the management cadre employees across ABG
- Compensation Design for Senior Executives wrt Increment/Transfers.
- Annual Compensation Review - End to End Delivery & Administration including Senior Management.
- Rewards & Performance Technology Support for Group Businesses - Rate code rules configuration & understanding,
- Short term & Long Term Incentive Plan Design Support
- Executive Compensation
- Internal - External Benchmarking & Insights, Pay ranges creation wrt different services/function/location/JB etc.
- Employment Cost Analytics
- Certified Trainer & SME (Subject Matter Expert) for Performance, Rewards & EDM Process
- Handling Position Management & JAE details across ABG.
- Knowledge of making of 9Box rating of Talent Management process & Talent profiles required for Talent/DAC discussions
- Involved in various UAT Testing of new modules, SOP creation & modifications team & handled Senior Management ED

Education

Pune University
BE IT – MBA HR
2010-2012
First Class
CBSE Board
10th - 12th
2004 – 2006
Distinction

Dec 2015 – Jan 2018
Hr Executive • ITTI Pvt Ltd

- Handled entire HR process for Mumbai Branch - Talent Acquisition, Exits, Performance & Appraisal process (ACR), Vendor Management & Compliances
- Creation & processing monthly leave report for payroll
- HR MIS Reports: Manpower Headcount, Attrition, Attendance & Leave trackers &
- Billing Indent (Manpower Costing)
- Grievance Handling, and Stakeholders Management
- Leave report submission for Payroll processing
- Compliance timely submission & dealing with government officials.

Certifications

Job Design
Compensation & Benefits
ESG & Sustainability.

Oct 2014 – Dec 2015
Consultant • Reliance Jio (Quess Corp)

- Handled Execution of Performance process for JioMoney.
- Creation of Pay ranges for internal Benchmarking.
- Responsible for Talent Acquisition process for middle & leadership management, Identification of critical / non - critical positions and managed internal and external stakeholders
- Handled Operations & employee Grievances.

July 2012 – Jun 2014
HR Associate • Crompton Greaves (Switchgear Plant)

- Talent Acquisition: Responsible for entire life cycle of Recruitment process for permanent, agency, contract, Apprentice, Trainee & internal requirements, new joiner Induction
- Training & Development - Competency Development, Identifying Training needs and Training Calendar, Organizing & Coordinating Training Programs
- Performance Management & Employee Grievance Handling Maintenance & updating EDM.
- Reporting – Recruitments, Budgets, MIS for Management Handled Internal & External Stakeholders.
- Developed HR strategies and initiatives, aligning with overall business strategy.
- Supported senior leadership by capturing big picture data for project status updates, benefits analysis and corrective action planning. Maintenance & updating EDM
- Reporting - Recruitments, Budgets, MIS for Management
- Handled Internal & External Stakeholders
- Developed HR strategies and initiatives, aligning with overall business strategy
- Supported senior leadership by capturing big picture data for project status updates, benefits analysis and corrective action planning.