**Kamala Nimmagadda**

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A dedicated professional with proficiency in mastering HR situations; highly knowledgeable in a wide variety of professional disciplines; a knack of learning new functions quickly

**PROFILE SUMMARY**

* MBA in Human Resource Management from JNTU, Hyderabad with 12+ years of experience in HR-Business partner profile
* Skilled in performance management, employee engagement, employee relations, ensuring retention, and performing MIS analytics for the various trends pertaining to the employees.
* Insightful knowledge of the entire domestic campus hiring process; skilled in short-listing, interviewing, and selecting the best-fit candidates for the organization
* Served as a business partner and provided inputs for the formulation of a number of business processes at Wipro Ltd and SAP Labs.
* Initiated several programs for ensuring employee welfare, reducing attrition levels, increasing employee engagement, and resolving the grievances of the employees thus ensuring a better work environment
* A keen communicator with honed interpersonal, problem solving and analytical skills.

**ORGANISATIONAL EXPERIENCE**

**HRBP Expert, Cyber Security Works - Securin Inc, Hyderabad (Remote) Jul’2022 – till date**

**Key Responsibility Areas:**

* Served as a business partner to general and upper management; provided guidance on how to best drive employee engagement and productivity.
* Developed, implemented and monitored several critical business processes
* Ensured employee welfare, safety, wellness and health with active involvement in the development and implementation of policy documents and handbooks for employee reference
* Supervised entire HR life cycle - programs including Performance appraisal, salary revisions, progressions, employee engagement, employee relations, rewards and recognition.
* Delivering day-to-day activities of Human Resources policies, programs and processes
* Exposure in dealing with new age work area compliance modalities, like anti-discrimination, bullying, workplace harassment, whistle-blowing protection, open-door, cross culture sensitivities

**HR Service Consultant, SAP Labs - CallidusCloud, Hyderabad Apr’17 – Jun’2022**

**Key Responsibility Areas:**

* Supervised all HR programs including Performance appraisal, salary revisions, progressions, rewards and recognition
* Delivering day-to-day activities of Human Resources policies, programs and processes
* Applying working knowledge and understanding of internal HR policies spanning Comp & benefits, employee relations, payroll, HRIS to assist employees by providing quality real-time solutions to employee inquiries and requests.
* Driving Employee Engagement activities / HR events seamlessly.
* Inducting the new joiners & assisting them with other formalities post on-boarding.
* Ensuring all employee information is maintained within HR system(s) and getting the errors corrected when needed. Ensuring questions are addressed correctly and in a timely manner, and where needed, escalating and routing issues to the most appropriate individual/department
* Maintaining all employee records in the individual employee files and auditing and correcting employee data issues
* Ensured employee welfare, safety, wellness and health with active involvement in the development and implementation of policy documents and handbooks for employee reference
* Handling employee separation process
* Analysed the attrition trends, formulated and implemented strategy to curtail attrition, acted as the SPOC for end to end attrition analytics
* Involved in M&A - Manage regional/local M&A integration efforts including but not limited to employment agreements, entity harmonisation, benefits and job alignment.
* Handling internal and external audits.
* Conduct fair, thorough and timely investigations into allegations of violations of Human Resources (HR) policies or local law and policies to ensure fair treatment of all employees.
* Advise internal teams (Internal Audit, Global Investigations) on local investigation processes and advise on and support local disciplinary processes for non-HR policy violations.

**Senior Executive (Human Resources), Wipro Ltd., Hyderabad Jun’10 – Apr’17**

**Key Responsibility Areas:**

* Served as a business partner to general and upper management; provided guidance on how to best drive employee engagement and productivity
* Developed, implemented and monitored several critical business processes
* Directed critical HR programs encompassing benefits/compensation, staffing, organizational development, employee relations, grievance resolution, and regulatory
* Encouraged and implemented new programs to improve management – employee connect and ensured timely resolution of all employee issues
* Supervised core HR generalist profile including induction, performance appraisal, rewards and recognition, engagement through site visits, compliance and talent retention initiatives & MIS, worked on SAP as end user for HR transactions and Knowledge on workday screens.
* Collected periodic key performance measurements and maintained HR metrics for executive reporting related to various strategic and organizational development initiatives
* Ensured employee welfare, safety, wellness and health with active involvement in the development and implementation of policy documents and handbooks for employee reference
* Analysed the attrition trends, formulated and implemented strategy to curtail attrition, acted as the SPOC for end to end attrition analytics for the entire region
* Organized fun activities and events to maintain a proper work-life balance

**Highlights:**

* Spearheaded the Meet Your People Program (MYPP) for ensuring quick resolution of employee grievances and appropriate rewards and compensation that helped in reducing attrition
* Reduced the salary discrepancy problems & issues and almost zeroed it using several innovative measures
* Played a key role in restructuring compensation across all levels during the appraisal cycles of 2013 and 2014
* Ensured that the annual performance and development reviews are completed in-line with company standards and performance clearly aligned to individual pay awards
* Organized account level meetings, All Hands Meet, top performer connects, and leadership dialogues to increase employee satisfaction and leadership-employee connect resulting in a decrease in employee complaints
* Initiated the career conversation program to retain top performing employees in the organization

**Executive (Human Resources), Sparsh Communications Pvt. Ltd, Hyderabad Aug’09 – Jun’10**

**Key Responsibility Areas:**

**Recruitment & Selection**

* Handling end-to-end recruitment encompassing of head hunting, understanding of client’s wants & Company’s needs & finally evaluating candidates.
* Expertise in identifying, sourcing, screening, interviewing, negotiating with potential candidates.
* Successfully recruited and placed experience Design Engineers for In-house, contract, contract-to-hire and permanent positions for various clients.
* Undertaking reference checks of candidates.
* Negotiating salary package & joining formalities.

**Performance Management**

* Performance Appraisal for drawing SWOT analysis for assessing individual qualities/strength, scope of improvement & training required.
* To ensure that all appraisals are conducted periodically & documented accurately.
* Charting & effecting the career graph & promotion of employees as also effecting increments based on performance.

**Employee Relations, Payroll/ MIS Reporting**

* Maintain good relations with the employees and ensure that the work culture is good.
* Take care of the employee grievances and see that the problems been solved with in limited period.
* Make the employees be refreshed by conducting recreational activities.
* Take care of payroll generation & maintenance of records & registers.
* Maintaining of HRMS viz. Employee Details, Time Management, Salary & Promotion.
* Updating of MIS using MS Office tools according to the present requirement.

**ACADEMIC DETAILS**

* MBA in Human Resource Management from TKR college of Engg & Tech, Hyderabad, Jawaharlal Nehru Technological University, (2006-08)
* B.Sc. (Maths, Physics and Computer Science) from Annie Besant Women’s’ College, Hyderabad, Osmania University, (2003-06)

**PERSONAL DETAILS**

**Father’s Name:** N. Koteshwar Rao

**Languages Known**: Telugu, Hindi, and English

**Visa Status:** Active B1 Visa(USA)