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| **Anukampa Raje Singh** | | See the source image  **LOCATION**  Pune   |  | | --- | | * +91 - 9899234064 * Mona.anu1234@gmail.com | | |
| Highly motivated HR professional seeking a challenging role where I can leverage my **strategic thinking, analytical skills, comprehensive HR knowledge**, and passion for onboarding to drive organizational effectiveness, optimize HR processes, and create exceptional employee experiences.  **PROFILE SUMMARY**   * Proven track record of delivering results, backed by 6+ years of experience in HR and People Analytics, Agile Methodologies, and successful implementation of Six Sigma Black Belt in HR processes. * Certified Six Sigma Black Belt professional specializing in HR Shared Services and Employee Relations, including expertise in Manpower Planning, SWOT Analysis, and PMS/Appraisal to ensure efficient business processes. * Demonstrated commitment to applying Enterprise Design thinking and values, driving innovation and problem-solving in daily work. * Trained in responding with empathy and serving as a mental health awareness ambassador, fostering a supportive work environment. * Collaborated effectively with diverse clients and employees to optimize performance in virtual work settings. * Directed critical HR programs encompassing onboarding, exit formalities, performance appraisal, organizational development, regulatory compliance, benefits/compensation, staffing, and new-employee orientation. * Excellence in managing HR Shared Services & Operations, providing advisory and consultancy, streamlining processes, and driving operational effectiveness through transformation and automation initiatives. * Proficient in providing transformational HR solutions and leading change management efforts to deliver a strategic advantage in people management. * Successfully implemented operational excellence, cost-effective delivery, continuous improvement, and business continuity planning to enhance productivity. * Led outsourced business operations, ensuring the timely delivery of HR products and services while meeting defined SLAs. * Utilize SAP HR modules and Employee Central to manage employee data, streamline HR processes, and ensure accurate data entry and reporting. Leverage your expertise in these systems to troubleshoot issues, provide training to HR teams, and optimize system functionality. * Utilize expertise in O365 to enhance HR processes and productivity. Leverage O365 tools such as SharePoint, Teams, and Outlook to streamline communication, collaboration, and document management within the HR department.   **CORE COMPETENCIES**   |  |  |  | | --- | --- | --- | | **HR Shared Services** | **Onboarding/Off boarding** | **Performance Management** | | **Workforce Management** | **Design Thinking** | **Mental Health Ally** |     May’14 – Jun’17  **EDUCATION**  Since - Jul'17  Mar’11 – Apr’14   |  |  | | --- | --- | |  | **MBA (HR)** from Mahamaya Technical University (Dr. APJ Abdul Kalam Technical University) | |  | **MA (History)** from DR B.R. Ambedkar University Agra |   **TECHNICAL SKILLS** | | |
| **SOFT SKILLS**    Team Building & Interpersonal Skills  Visionary and Decision Making  Analytical & Creative Problem Solving  High Ethics & Trustworthy  Leadership and Delegation  Good Listener & Communicator  Negotiation & Conflict Management | **CERTIFICATIONS**   |  |  | | --- | --- | |  | **ISI Pune Certified: Six Sigma Black Belt** | |  | **IBM Virtual Collaborator** | |  | **Mental Health Ally** | |  | **Enterprise Design Thinking Practitioner** | |  | **IBM Agile Explorer** | |  | **People Analytics – Essentials** | |  | **HR Analytics – IIM Khozhikode** | | |
| **WORK EXPERIENCE**  **Jan’22-Till Date: IBM Pune as Onboarding Success Partner**   * Perform HR Analysis, Benchmarking, and Performance Appraisals to assess and evaluate employee performance and identify areas for improvement. * Manage the Day 1 Induction process, including documentation, process introduction, and ensuring a positive candidate experience. * Assess training needs and develop training programs to enhance employee skills and monitor their effectiveness. * Provide support in the development and implementation of HR initiatives and systems to improve overall HR processes and practices. * Assist in creating and implementing effective onboarding and offboarding plans to ensure a smooth transition for employees. * Aid in the development of training and development programs to enhance employee skills and knowledge. * Support the management of disciplinary and grievance issues, ensuring fair and consistent resolution. * Provide support to employees and clients in optimizing performance in a virtual environment, offering guidance and assistance as needed. * Carry out other administrative tasks as assigned by the manager, ensuring efficient HR operations. * Create macros and automate processes for the HR onboarding team to streamline operations and improve efficiency. * Manage the recruitment, selection, and onboarding process, including sourcing candidates, conducting interviews, and facilitating a seamless onboarding experience. * Act as the first point of contact for all personnel queries for new joiners, providing timely and accurate information. * Implement process control and improvement measures for the Onboarding team, identifying areas for enhancement and implementing solutions. * Manage Employee Pre-onboarding activities, including document collection, verification, and uploading in the central server, ensuring accuracy and compliance.   **Nov’21-Jan’22: Genpact (payroll Quess Corp. Ltd., Bengaluru) as Senior Consultant**  **Feb’21-Oct’21: Genpact (payroll Parishram Resources Pvt. Ltd., Gurgaon) as Senior Consultant**  **Dec’13-Aug’17: Genpact (payroll Adecco India, Gurgaon) as Consultant**  **Highlights**   * Manage the Employee Life Cycle, including onboarding, exit formalities, and addressing issues related to PF, ESI, Gratuity, Performance Appraisal, Internal Job Posting, Relocation, Leaves, Time Tracking and Attendance, Medical Benefits, EFMS, and weekly/monthly team reporting to leaders. * Provide mentoring and coaching to induction batches and new joiners in the team. * Maintain statutory bonus details, analyze Exit Interview data and Employee Verifications, and publish monthly payroll and non-payroll dashboards for all client areas. * Oversee pre-onboarding formalities and background verification, coordinate recruitment activities to ensure timely candidate joining, and handle reporting and data sharing. * Work on Taxation Law, Manpower Planning, SWOT Analysis, PMS, and Appraisal processes. * Drive a culture of continuous improvement, utilizing Six Sigma tools to identify and rectify operational defects. * Execute compliance functions, including affirmative action, plan amendments, plan documents, and government filings. * Utilize HR systems, such as Applicant Tracking System and Employee Self-Service, to streamline processes and achieve deliverables. * Engage in problem and conflict resolution, coaching and counseling, and training and development for exit formalities. * Foster positive working relationships by frequent communication and feedback solicitation from internal and external parties, measuring customer satisfaction. * Review operations based on KPI metrics to identify areas of improvement, ensuring accurate payroll with minimal errors. * Maintain internal records, including preparing, issuing, and filing company documentation. * Collaborate in developing and implementing HR strategies and initiatives aligned with the overall business strategy. * Evaluate performance of associates and provide adequate training and upskilling support, identifying and customizing training programs. * Prepare MIS reports on HR activities, update ERP-HRMS, maintain reports and trackers, and resolve queries for employees and ex-employees. * Ensure the Operations Team achieves planned outcomes and meets targets in accordance with defined HR plans and customer service standards. * Align HR Shared Services objectives and delivery with HR strategies and management goals through project planning. * Facilitate the performance management system, manage confirmation and annual performance appraisal processes, and link them to reward management and career growth. | | |
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** PERSONAL DETAILS**

**Languages Known:** English and Hindi