

# ADITYA SINGH THAKUR

Human Resource Professional: Leveraging more than decade of experience

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## Profile Snapshot



## Areas of Expertise

Compensation & Benefits	★★★★★
Reward & Recognition	★★★★★
HR Policies & Procedures	★★★★★
Talent Management	★★★★★
On-boarding & Induction	★★★★★
Stakeholder Management	★★★★★
Employee Engagement	★★★★★
Training & Development	★★★★★

- Administering **compensation & benefit programs**, including performance-based, reward & recognition, annual bonus, performance management process, salary reviews & surveys, job analysis & evaluation, & so on.
- Proficient in establishing policies & procedures to ensure achievement of equitable and competitive employee compensation
- Skilled in **managing HR systems with proficiency in maintaining harmonious relations** among management and workers through efficient C&B policy drafting and focusing on employee retention.
- **Team-based management style coupled with the zeal to drive visions into reality** as well as achieved the same by effective mentoring, training & career planning of team members.
- A competent professional offering experience in **Talent Management, Compensation Management, implementing policies & procedures, payroll management, compliance (CLRA & different act registers)** & so on across varied industries

## Work Experience

**Dec 19-till date: Sphinx Worlbiz Limited, Noida**  
**Manager Human Resource**

### Key Result Areas:

- Planning, Designing & implementing compensation and benefits policies throughout the company in coordination with different stakeholders. Focusing on employee satisfaction in the company by organizing different programs for reducing attrition level and increasing retention; increasing employee connect in the organization through grievance handling and organizing different employee connect reward and recognition programs and activities according to manpower budget. Preparing the compensation and benefits budget, including the regular monitoring, reporting and adjusting of the budget.
- Coordinates C&B processes like the salary planning, bonus planning, new benefits introduction, etc.
- Designing and developing compensation policies.
- Analyzes different components of the remuneration scheme in the organization and prepares reports about the internal equity and external competitiveness.
- Designs and develops different schemes of the variable remuneration (incentive schemes for the Sales functions, bonus schemes for the Back Office and Enabling functions).
- Leads and manages compensation projects for the entire organization.
- Participates as the team member in the strategic projects and initiatives
- Design policies to close gaps in the compensation of employees.
- Train line managers in the complex usage of different HR and Compensation policies.
- Advices top managers in taking difficult decisions in the area of compensation, benefits and motivation of employees.
- Administering the entire spectrum of Performance Management, Compensation & Benefits, Employee Retention, & statutory compliance, payroll management and so on; improving employee satisfaction by increasing employee connect with Human Resource Department

**Feb 18-July 19: Avis India (Mercury Car Rentals Pvt. Ltd.), Gurugram**  
**Assistant Manager Human Resource & Administration**

### Highlight:

- Planning & improving employee satisfaction in the company by organizing different programs for reducing attrition level and increasing retention; increasing employee connect in the organization through grievance handling and organizing

different employee connect programs and activities

- Identifying future talent needs and proactively recruiting and sourcing; developing talent pool or social engagements
- Managing PAN India Talent Acquisition and enhancing joining & induction process, experience of new joiners by streamlining the formalities and implementing smooth process at all levels
- Administering the entire spectrum of Talent Management including Recruitment, Performance Management, Compensation & Benefits, Employee Retention, & so on; improving employee satisfaction by increasing employee connect with Human Resource Department
- Designing& maintaining the Recruitment process in organization including description, recruitment measurement definitions and so on
- Coordinating with leads & managers to resolve issues regarding candidate assessment tools & interviewing questions
- Conceptualizing the recruitment strategies aligned with goals to achieve the recruitment numbers

**Nov15-Jan18: Smartworks & Grace Relocation, Gurugram  
Human Resource Business Partner**

**Highlight:**

- Managed the entire gamut of HR including Recruitment, On-boarding, Payroll Management, Employee Record Maintenance (online & offline), Statutory Compliance (PF & ESIC), Performance Management and Exit Management
- Coordinating with stakeholders
- Maintaining the employee satisfaction
- Involved in business strategies

**Feb14-Nov15: Lords Inn Hotels & Developers Ltd., New Delhi  
Assistant Manager- Human Resource**

**Highlights:**

- Managed the human resource operations at corporate level and led the functions for all units of Lords Group
- Acted as a Group HR and implemented corporate trainings/ training programs to achieve the business needs
- Monitored& advised the Group Vice President about the variances between the budgeted & actual salaries and headcount
- Developed& implemented the employee staff rules and regulations for new subsidiaries in the region

**Apr12-Dec13: Jaypee Hotel, Greater Noida, Delhi & Agra  
HR Associate**

**Technical Skills & Computer Skills**

Tools	Orgnaisation worked	Tools	Expertise
ALIF & AVIT	Jaypee Hotels	MS Office	Advance Excel, Word, Power Point, etc
IDS	Lords Hotels	Google	Working expreince on Google Sheets, HR Dashboards, Data Analysis, Google Data Studio, etc
KEKA	Antelope Technologies	Power BI	Currently Learning
HRMS, OS Tickets, Open Project, Zoho Sigh, etc	Sphinx Worldbiz Limited	Tableau & SQL	Future prospects

**Education**

**Bsc in Hotel Management Graduate** – Punjab Technical University

**Executive Program in Stregic Human Resource Management** – IIM Calcutta, (Persuing – Ending in Jan 2023)

**Personal Details**

**Date of Birth:** 8<sup>th</sup> October 1987

**Languages Known:** English and Hindi