

VIVEK SETH

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**Certified Compensation & Benefits Manager**

**- awarded by Carlton Advance Management Institute (CAMI)**

**Summary : Professional Experience**

- Total 16 years of working experience, with rich exposure in “Compensation & Benefits” function for last 6 years, catering to industries like Information Technology (IT), Design & Product Development, and Engineering Consulting.
- Deriving the Compensation Budget for Annual Compensation Review exercise. Closely monitoring the Employee Cost budget.
- Designing & administering various “Performance Linked Plans” & ensuring timely payouts.
- Active participation in Salary Surveys, Salary Benchmarking exercises.
- Carrying out Manpower Budgeting, Forecasting. Monitoring the Employee Cost budget.
- Designed & implemented Compensation Structure for various geographies.
- Reviewing the prevailing Pay / Rewards for their efficacy, & sharing inputs / recommendations for alternatives.
- SPOC for all surveys conducted by *Consulting firms*.
- Strong partnering with the HR Team and Delivery Functions: (1) to communicate & administer the compensation plans, (2) to gather intelligence/feedback for further improvements, (3) handling queries related to Compensation & Benefits, etc.

Currently pursuing **full-time post-graduate program in Personnel Management (*Masters in Personnel Management*)**, from Pune University, expected to be finished by May 2016.

I. “Associate Senior Manager - Compensation & Benefits” for Persistent Systems Limited, Pune, from July 1, 2013 to January 23, 2015 ([www.persistent.com](http://www.persistent.com))

**Role: Responsible for**

- Overseas Compensation.
- Design aspect of Domestic Compensation
- Performance Management System

**Span of Control :** 1500 employees stationed @ various overseas locations (both at regional centers & client-sites). *Additional responsibility of 6000 employees (for domestic compensation design & allied activities).* **Team :** 1 direct reportee, 3 shared resources

**Geographies covered :** North Americas, UK, South Africa, France, Australia, New Zealand, Nederland, Poland, Middle East Asia, Malaysia, Philippines.

**Accomplishments:**

- Designed & administered compensation structure for newer geographies, e.g. Australia, South Africa, France & Malaysia.
- Administered Merit Pay Review exercise (FY14) for all Employees at all overseas locations.
- Job offer support for the local hires at USA, France, Malaysia.
- Participated in various surveys with consulting firms for all these countries.
- Designed & administered various Sales Incentive Plans, for various business verticals.
- Published the Benefit Bouquet (for home country) for the organization.
- Designed “Merit Increase framework” for India work-force.

**II. “Associate Manager - Compensation” for Tata Elxsi Limited, Bangalore, from November 28, 2011 to June 13, 2013 ([www.tataelxsi.com](http://www.tataelxsi.com))**

**Role: Responsible for Global C&B function (both Domestic & Overseas).**

**Span of Control :** more 3500 employees, includes 3000 employees working at different locations within India & 500 stationed @ various overseas locations (both at regional centers & client-sites)

**Team :** 1 shared resource

**Geographies covered :** North Americas, UK, South Africa, Belgium, Japan, Germany, Ireland.

**Accomplishments:**

- Rolled out Annual Compensation Review for year 2012, for entire organization having 3500+ employees.
- Completed “One-Year completion” Quarterly Salary Reviews for 6 quarters.
- Processed payout of Performance Linked Incentives and other Project related Bonuses.
- Designed & administered the Compensation Structure for employees deputed to geographies like *UK, Ireland & South Africa*, considering Legislative Compliances, Cost-of-Living, Pay competitiveness, etc.
- Working on modifying the Compensation related policies & guidelines.
- Designed & executed the new guidelines for “*Business Performance Incentive*”, “*Special Project Bonuses*” & “*Sales Incentive*” payouts.
- Awarded “Bravo” twice within 9 months of joining the organization.

**III. “Assistant Manager - HR” for Neilsoft Limited, Pune, since April 19, 2010 till November 14, 2011. ([www.neilsoft.com](http://www.neilsoft.com))**

**Role: Responsible for the C&B function for all practices / functions within the organization.**

**Span of Control :** more 1100 employees includes 1000 employees working at different locations within India & handful being deputed @ overseas locations.

**Geographies covered :** India & Indonesia.

- Implemented Grade Grid & Salary Grid - Compensation survey done for all prevailing roles/positions. Proposed Salary Grid for the delivery units, by proposing Salary Medians at varied levels of operations.
- Identification of new roles & creation of Job Families - proposed Grade structure aligned to business model of the organization.
- Implemented & rolled out the new roles (*and corresponding Designations*) - mapping the prevailing roles (and designation) with new grade structure. This includes proposals for Promotions, Corrections (*salary disparity & job level disparity*).
- Analysis & monitoring the revenue of all the BU's & carried out the manpower forecasting & budgeting exercise. Proposal shared with BU Head's, for the future hiring at different levels.
- Deriving Compensation budget & to track it for the fiscal year, on quarterly basis.
- Annual budget for the Merit Increase & Incentives is prepared & shared with BU's, in alignment with Compensation framework.
- Implemented new guidelines for Salary Revision & PLI Payouts.
- Supporting the Talent Acquisition team in salary fixation as per compensation guidelines and framework.
- Actively involved in process of renewing the benefit policies (Group MediClaim, GPA/GTI, etc.)
- Benchmarking the Salary Grids for Fresher's & GETs.

#### **Accomplishments:**

- Completed 3 full life-cycles of Salary Reviews, Performance Linked Incentives, Sales incentives, during the service tenure of 19 months.
  - Executed new guidelines for payout of Performance based Incentive.
  - Collating the Legacy data for the same & generating various reports for cost effective salary increments. Modification of Separation Policy, Leave Policy.
  - Implemented & coordinated "Periodic Performance Reviews" (half yearly & annual).
  - Reviewed & updated policies like; Onsite Travel Policy, Onsite Allowances, Leave Policy.
  - Formulated & released guidelines on "Pay for Performance" & "Promotions".
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**IV. "Executive - HR" for S1 Services (I) Pvt. Ltd., Pune, from March 7, 2005 to November 30, 2009.**  
*[acquired by ACI Worldwide]*

#### **KRAs:**

##### **1. MIS - HR:**

- *Worked on ORACLE APPS - HR Module*, as critical ERP & MIS reporting tool.
- Handled additional responsibilities like analysis of Employee Surveys and then preparing a "Plan of Action" to work for. This enables the organization to take strategic decisions in areas like Compensation, Performance Appraisal, Providing Overseas Opportunities and Benchmarking against the best in Industry.

## 2. EMPLOYEE CONNECT:

- Interacting with employees proactively.
- Addressing / facilitating resolution of employees' grievances.
- Maintaining informal network with them.
- Employee retention measures.

## 3. INDUCTION TRAINING:

- Designed & coordinated two days Induction & Assimilation program for new joiners.

## ACHIEVEMENTS:

- Recipient of the "e-POWER" award for 'TEAM WORK'.
- Instrumental in harmonization of the Pay Structure on account of the merger.
- Rolling out the Pay Ranges for the "Jobs" identified within an organization.
- Working with External agencies for Job Mapping, Salary benchmarking.
- Proposed & successfully implemented "re-organizing the technical teams" regularly, to maintain the cultural balance within.

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### V. "Recruitment Executive" for DCA Infotech (division of Placementno1.com), Pune.

(www.placementno1.com) Duration: April 2002 to February 2005.

**Profile of the organization:** DCA Infotech was catering to a wide range of consulting services (staffing solutions & back-end HR shared services), catering to a number of IT / ITES / BPO companies. Got an opportunity to work on the HRMS tools & using it for various report & analysis.

### VI. Indore Baazar (advertising, publication & printing house), Indore, as **Manager-Admin**.

Duration: November 2000 to February 2002.

### VII. E. Merck (I) Limited as M. R. (www.merck.co.in)

Duration: September 1998 to October 2000.

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## LEARNING PRE-REQUISITE

► **P. G. Diploma in Human Resource Development** from Indore School of Social Work, Devi Ahilya Vishwavidhyalaya (D. A .V. V.), Indore in 2003.

► **Master of Sciences** from Holkar Science College, D. A .V. V., Indore, in 1998.

Subject: Chemistry.

► **Bachelor of Sciences** from Holkar Science College, D. A .V. V., Indore, in 1995.

Subject: Mathematics, Physics, Chemistry.

► **Higher Secondary Certificate Exam. [XII]**, from Board of Secondary Education, Bhopal, in 1992.

Subject: Mathematics, Physics, Chemistry.

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## **Co-CURRICULAR DEEDS**

**NCC “C” Certificate - holder (Army Wing).**

Under-gone extensive army - training for 15 days, in “ARMY ATTACHMENT PROGRAMME”, at GRENADIER REGIMENT, Jabalpur, in October, 1994.

Recipient of “Best Cadet of the Year - 1994” award, given by MP NCC Directorate.

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### **PERSONAL PROFILE**

Father’s Name : Shri K. L. Jain.

Date of Birth : May 28, 1975.

Communication Address : E - 901 Mont Vert Tropez, behind Shaurya Hotel, Wakad, Pune-57

Marital Status : Married.

### **REFERENCES**

Available on request.

[Vivek Seth]