

**NEELIMA SHARMA**

**Mobile: 8800441679**

**E-mail: [neelima43@gmail.com](mailto:neelima43@gmail.com)**



Aspiring HR Professional in Leadership role with an Executive MBA from MDI, Gurgaon

## PROFESSIONAL SUMMARY

- ♦ Handling Leadership role for more than 11 years' experience in **HRBP; Performance Management; Recruitment & Talent Management**
- ♦ Possess valuable experience of working with teams across multiple cultures and geographies including **Asia Pacific, US and the UK** regions
- ♦ **Start Up Specialist** – Successfully set up HR policies and processes in Uttam Toyota startup
- ♦ **Employee Satisfaction Improved 20%:** Coached supervisors and increased one-on-one employee meetings resulting in 20% improvement in employee satisfaction survey scores.
- ♦ **Reduced manpower** cost by 21 % in the present company.
- Handled manpower hiring up to **300 hires** per annum for multiple LOB's; Salary Negotiation & Fitment
- Introduction of structured one **week Orientation** process and **180°** feedback on the same.
- Implemented for more than **350 employees** Performance Management systems based on competency(Annually) and objective (Half yearly)
- ♦ Trained 350 Executives on **“Performance feedback & Counseling”** and New On-line Performance Management System

## AREAS OF EXPERTISE

- |  |   |
|--|---|
| - Talent Development                               | - Performance Management & developing IDP's |
| - Employee career Development, Succession Planning | - Talent Acquisition                        |
| - HR Policy & Execution                            | - Training and Development; Orientation     |
| - Employee Relation / Welfare                      | - Employee Engagement                       |

## CAREER HIGHLIGHTS

**December 2014 - till date with Drewry Maritime Research as Manager HR**

(Leading UK based MNC in Research & Consulting in Maritime – [www.drewry.co.uk](http://www.drewry.co.uk) )

- ♦ Leading HR Dept. and supporting the management board in executing HR Strategy for Drewry, India.
- ♦ **Talent Management** - Overall responsibility of **12 LOB's for Pan India** for HR matters including, Performance management; Employee Relations and Engagement , Induction of batches to Post Exit Analysis' across levels and Disciplinary Issues of the Employees through People Managers.
- ♦ Responsible for **New Location Set up & ramp down of business** - managing people redundancies & severances
- ♦ Completely responsible for Recruitment & Sourcing for the location across levels. Introduced new Cost-effective Sourcing channels
- ♦ Introduce Global Orientation & Onboarding Policy & Process
- ♦ Standardized key HR policies across the zones

## Key Achievements

- Executed **4 major HR transitions**- HR database, Training & Development; Performance Analytics, Job Grading & Benefits Designing.
- Implemented an **Employee Engagement Model** which consists of monthly “ManCom” meet with all the LOB’s, Achiever of the Month, Friday Talks, Friday Funs, Family Day Out
- **Lead the “Diversity & Inclusivity”** Agenda at location– responsible for driving workforce diversity and CSR objectives
- **Took several HR initiatives** - Creating HR awareness programs to designing HR Helpdesk, Reward and Recognition programs, Employee Satisfaction surveys and programs, Employee Trainings, Feedback Forums
- Setting up Hiring Metrics for best TAT, Reducing Cost per Hire & improving Recruiter Quality

### 2011-2013 with UTi Worldwide Inc as Manager- HRBP

(Leading US based MNC in Supply Chain & Logistics – [www.go2uti.com](http://www.go2uti.com) )

- ♦ Supporting **2500+ employees** & aligning the business leadership with corporate HR policies & processes. Work along APAC HR leadership to work on policies / processes pertaining to the region
- ♦ Holds the credit of recruiting the Senior Management/ Functional Head
- ♦ Managing HR dashboard analysis for various Processes within location to find root cause to major road blocks
- ♦ Designing process improvement framework and HR programs & reducing the attrition impact

## Key Achievements

- Identify star performer; provided career development through IDP’s, and coaching which increased levels of employee satisfaction **(82% to 93%)**.
- Development and Implement “**Buddy’s Programme**” & Induction Module for New joiners
- Successfully rolled out “online Training” & Workday platform for UTi, India.
- Reviewed HR Manual and introduced new policies and process to take care of changing job market conditions

### 2003-2008 with Uttam Toyota Pvt Ltd as Manager HR

(Leading Automobile Company- [www.uttamtoyota.com](http://www.uttamtoyota.com) )

Responsible for all Pan India HR processes ranging from **Policies, Employee Relations**, to Resource Allocation, **Performance Management, Analytics**, Interventions, Compensation Structures, **Training, & Reviews**.

## Key Achievements

- **Successfully set up new location/s** and established key HR processes and policies location level to support the huge growth **from 90 to 300+ people** in just 18 months.
- Implement training plan to support business requirements. Evaluate effectiveness of training, decide and control budgets
- Formulating HR best practices in line with the present and future goals of organization,
- **Performance Management** – Acted as Process Owner and designing Performance Tools & surveys.
- **Talent Analytics** – Publishing of MIS report, Attrition & other trackers on a Monthly/ Quarterly basis
- Designed various HR & Business communication Program for employee such as ‘Sampark’
- Design and implement **organization structures, manpower costs and mobilization plans**

**2001-2003 with Ascho Niulab Industries Pvt. Ltd. as Sr. Executive**  
*(Leading Research, Analytical Services of Pharmaceutical Products)*

Responsible for Employee Engagement, Recruitment, Employee data; and exit process of employees.

## ACADEMIC CREDENTIALS

- ♦ Executive MBA - Management Development Institute (MDI) , Gurgaon in 2013-2015
- ♦ P.G. Diploma in Training & Development , Indian Society of Training & Development (ISTD) in 2014
- ♦ Post-Graduation in Business Administration from Annamalia university in 2001
- ♦ B.Com (P), Delhi University, India, 1999.
- ♦ Certificate in Russian Language, Delhi University in 2000
- ♦ Certificate in Computer Applications, in 1998

## EXTRA- CURRICULAR, AFFILIATIONS & OTHERS

- ♦ Meditation; Travelling & Driving.
- ♦ Member: NHRD, People Matters; AIIMA; ISTD.

## IT SKILLS

- ♦ Worked on Workday and ERP software
- ♦ MS Excel; PowerPoint; Access; Word

## PERSONAL SNIPPETS

Date of Birth	: 04 March 1978
Marital Status	: Married
<i>Preferred Job Location</i>	<i>: Pune</i>