

# Supraja Rajagopalan

## HR Manager

York, PA - Email me on Indeed: [indeed.com/r/Supraja-Rajagopalan/0ddc942de28a2919](https://www.indeed.com/r/Supraja-Rajagopalan/0ddc942de28a2919)

- Over 5 years of professional experience with a Masters in Human Resource Management and Bachelors in Engineering (Electronics & Communication).
- Worked with some of the leading names such as Infosys, iNautix Technologies, Ramco Systems and Steel Authority of India Limited (SAIL).
- Nearly 3 years of experience in the HR space with a wide exposure to Employee Relations, Employee Engagement, Performance Management, Compliance Management, Recruitment & Selection, and Industrial Relations.
- Experience of designing a robust Human Resource Information System for my organization as a member of the HR team, as well as implementing an on cloud HCM solution for a client organization as a Business Analyst with an IT vendor organization.
- Excellent communication, interpersonal and leadership skills.

\*US Work Permit - EAD

Willing to relocate: Anywhere

Authorized to work in the US for any employer

### WORK EXPERIENCE

#### HR Manager

STEEL AUTHORITY OF INDIA LIMITED, SALEM STEEL PLANT - Salem, Tamil Nadu - February 2014 to November 2016

- Single point of contact to more than 300 Executives for all Employee Services
- Was responsible for effective implementation and monitoring of online Executive Performance Management System and end-to-end performance management
- Organizing Annual Talent Review Meetings
- Management of promotions and Performance Related Pay (PRP)
- Effective management of redeployment, transfers and organizational changes.
- Responsible for preparation of Annual Employee Engagement Calendar and effective roll out of events
- Instrumental in improving the internal communication practices by conducting regular Group Interaction sessions of the Executive Director with a cross-section of employees.
- Organizing regular communication exercises with Shift In-charges and Women Employees and employees at the shop floor.
- Organizing various bipartite forums such as Apex Committee, Production and Productivity Committee and Special Force Committee as a part of Union Management to ensure harmonious industrial relations.
- Designed a robust Human Resource Information System and negotiated with various IT vendors to provide end to end HRIS solution. Was actively involved in the technical screening of different vendors and acting as a key point of contact for the selected vendor and the successful phase wise rollout of the HRIS
- Responsible for the preparation of Annual Human Resource Plan and Recruitment Budget in consultation with senior HR leaders
- Was involved in the recruitment and selection of Engineers in Senior and Middle level positions, Doctors and Diploma/ITI holders
- Selection of vendors for recruitment and end to end vendor management.
- Conducting interviews and on boarding of new recruits

Special Projects

- Was appointed as the Nodal Resource Person for the Organizational Diagnostic Survey conducted in association with KPMG which involved administering the survey questionnaire to 1300 employees through both online and off line modes.
- Played a pivotal role in conducting manpower study

### **Business Analyst, HCM Practice, ERP ON CLOUD**

RAMCO SYSTEMS PVT. LIMITED - Chennai, Tamil Nadu - October 2013 to February 2014

- Key Feature Demonstration.
- Requirements Gathering and Elicitation.
- Understanding client's business needs and recommending best practice solutions.
- Preparing Solution Definition Document.
- Conduct of Gap Analysis (module wise) and document gap analysis.
- Liaison with the development teams to develop solutions as per client requirements.
- Functional testing, roll out and online business user training.

### **Summer Intern, RISE team, CORPORATE HR**

MAHINDRA & MAHINDRALIMITED - Mumbai, Maharashtra - May 2012 to June 2012

- 6 weeks)

- Detailed study and analysis of the best practices in weaving passion and energy at work across different organizations of global repute.
- Analysis of various initiatives and policies related to employee engagement at the different companies within the Mahindra group.
- Thorough gap identification and analysis.
- Provided detailed recommendations and implementation plan to create "Employee Brand Ambassadors".
- Secondary research on talent management.

### **Application Developer**

INAUTIX TECHNOLOGIES LIMITED - Chennai, Tamil Nadu - March 2009 to June 2010

1, 9 months)

- Worked as a part of NetXClient product suite team and was involved in the development, customization and support of web based applications for various clients of Pershing LLC.
- Worked on Java/J2EE and Unixplatforms

### **Systems Engineer**

INFOSYS TECHNOLOGIESLIMITED - Mangalore, Karnataka - September 2008 to March 2010

- Was involved in the development and support of projects at Infosys such as Enterprise Solutions Resource Tracker, HR Talent Pipeline Tool.
- Trained and mentored new joiners in ES- EAI practice on tools like IBM WMQ, WMB.

## **EDUCATION**

### **Master of Human Resource Management in MHRM**

Indian Institute of Technology - Kharagpur, West Bengal

August 2011 to May 2013

### **Bachelor of Engineering in Electronics & Communication Engineering**

SSN College of Engineering, Anna University - Chennai, Tamil Nadu

August 2004 to May 2008

## SKILLS

JAVA (1 year), ACCESS (1 year), C++ (1 year), EXCEL (5 years), MICROSOFT OFFICE (5 years)

## ADDITIONAL INFORMATION

### TECHNICAL SKILLS

HCM Tools - SAP Success Factors (Employee Central & Talent Management)

Productivity Tools - Microsoft Office with proficiency in Excel & PowerPoint, MS Access, MS Visio

Programming- C, C++, Java, SQL