

Parag Dadpe

HR Manager - Larsen & Toubro Infotech, USA

Edison, NJ - Email me on Indeed: [indeed.com/r/Parag-Dadpe/c99a40d15ca4d32e](https://www.indeed.com/r/Parag-Dadpe/c99a40d15ca4d32e)

WORK EXPERIENCE

HR Manager

Larsen & Toubro Infotech, USA - Edison, NJ - July 2013 to Present

Role & Responsibilities:

- Independently responsible for managing the end to end HR functions for a Business Unit of 700 employees in USA.
- Recruitment - Handled On campus University recruitment drives
- Employee on-boarding (Joining Formalities I-9/e Verify/ W-4 / background verification)
- Development of HR Policies & Procedures, Maintaining employee personnel records & files.
- Visa and Immigration (PERM Filings, Business VISAs, Canada Immigration)
- Employee Classification exercise as per Fair Labor Standards Act by conducting factual enquiries through Direct Manager Interviews regarding job descriptions & other tests as prescribed by FLSA requirements.
- Conceptualize, Lead and implement Technical Learning & Leadership Development Programs for USA region.
- Administering Online Employment Law Training Programs for all USA based employees.
- Partner in Conceptualizing & Implementing employee communication forums for USA region such as employee one-one, Town hall, employee work site visits, Skip level meetings etc
- Analyze Employee Engagement surveys and present metrics to Leadership Team for effective implementation of employee Engagement Programs.
- Disciplinary Action & harassment claim investigation, Performance Improvement plans.
- Retain Talent by proactively identifying sensitive issues within the assigned business unit. Conduct counseling session to address employee grievance, Analyze exit interview & post exit interview data and share findings with the senior management in order to ensure control on attrition.
- Mentor, Guide & Advise HR team members in deployment of Employee Engagement Programs.
- Orientation to Performance Management System & Ensuring timely appraisal completion as per HR Budget.
- Implement & Manage of all Reward & Recognition initiatives for USA region.
- Exit formalities for Voluntary as well as Involuntary separation.

Larsen & Toubro Infotech, USA - January 2007 to Present

A Leading global IT services and solutions provider.

HR Generalist - Pune, India

Larsen & Toubro Infotech, USA - June 2010 to June 2013

Role & Responsibilities:

Initiatives & Rollout of HR Programs:

- Ensure the timely and successful roll out of all HR programs and interventions for a Business Unit of 500+ employees such as Employee Communication forums, Employee Engagement Survey Analysis, Employee retention initiatives in accordance with Retention Framework
- Providing guidance and insight for appropriately rewarding employees through various Rewards & Recognition forums

- Responsible for Conceptualizing & Coordinating Employee Townhall as part of Employee Communication Calendar & Client Visits

Learning & Development:

Understand Learning & Development needs of the assigned business unit and communicate on appropriate training to the training group. Proactively identify partners for training programs in order to ensure high internal capability of employees.

Talent Engagement & Retention:

- Develop and implement ideas for employee engagement programs to improve employee satisfaction.
- Responsible for Conducting various Employee Engagement activities by utilizing EMF funds
- Execute performance management, career planning and people development.
- Provide inputs for career development of associates within the assigned Business Unit.
- Ensure fair implementation of Rewards & Recognition process for all employees
- Conceptualize, Coordinate & Execute Annual Awards Event in collaboration with HR Team.
- Collaborate and work with BU leadership team to execute talent retention and development programs.

Business Support & Metrics:

- Present various metrics for HR processes to BU management & HR management at a defined- Account Level / Location Level
- Respond to RFP's, make presentation to Clients, Campus Recruitment drives for Pune Region, Interviewing and making recommendations for hiring new HR team members

HR Generalist - Pune, India

Larsen & Toubro Infotech, USA - Chennai, Tamil Nadu - January 2007 to June 2010

Role & Responsibilities:

- Independently managing & ensuring implementation of HR process areas for a Business Unit comprising of 300 employees in Chennai
- New Employee Onboarding
- Coordinating and implementation of Performance & Reward Management process
- Coordinating, Conceptualization & Implementation of Employee Engagement & Motivation activities
- Employee Communication forums
- Partnering with Learning & Development Team & ensuring implementation of training programs as per needs of the Business Unit.

Implementation of HR Policies & Processes

HR Executive- Recruitments

SAS Research & Development (India) Pvt. Ltd - February 2006 to December 2006

Feb 2006 till December 2006

Business Analytics & Business Intelligence Software Product Company- a wholly owned subsidiary of SAS Institute Inc. USA.

HR Executive- Recruitments.

Roles & Responsibilities:

- Sourcing & pre-screening resumes, interview co-ordination, offer negotiation
- Handled recruitments for positions such as Automation & white box Testing, ETL, Java, Technical writer, Test Lead, all in the experience level of 5+ years

- Handled Learning & Development activities inclusive of trainer reference checks, setting up trainer evaluation meetings between the trainer and the participants, creating training feedback forms after discussing the objectives with the trainer & post training feedback analysis.

HR Intern

S1 Services (India) Pvt. Ltd - August 2005 to February 2006

Role & Responsibilities:

- Sourcing & Interview Co-ordination
- Induction of new joiners
- Maintaining employee database

EDUCATION

Masters in Personnel Management

University of Pune - Pune, Maharashtra

2006

Bachelors in Science

Maharaja Sayajirao University - Vadodara, Gujarat

2003

ADDITIONAL INFORMATION

HR SKILLS

- Recruitment
- Onboarding
- HR Policies & Procedures
- Learning & Development
- Employee Relations
- Disciplinary Actions & Grievance Handling
- Employment Law
- Legal Compliance- FLSA classification.
- VISA & Immigration
- Performance Management
- Attrition Analysis & Control

Computer Skills:

- MS Office (Word, Excel, PowerPoint, Access, Outlook).
- HRIS Applications (Peoplesoft, Paychex, Applicant Tracking System - Taleo)