

Dolly Mittal (Maiden Name : Dolly Aggarwal)

Merger & Acquisition Lead for India region

Redmond, WA - Email me on Indeed: [indeed.com/r/53e1112cfd25881d](https://www.indeed.com/r/53e1112cfd25881d)

Experience Summary: 13 years experience in HR as a generalist profile, handled end to end HR operations over complete gamut of HR functions- Talent acquisition, Induction, Allocations, Performance reviews, Exits & MIS related reports & presentations. Played lead role for special HR projects like Acquisitions, Performance Management, Transitions, Integration, and Inter-geography process knowledge transfer.

Seeking a pivotal and challenging role in Human Resource Management sphere within a growing, dynamic & innovative organization where I can leverage my ability to relate & synergies efforts at individual and group level for overall business & employee growth.

WORK EXPERIENCE

HR Manager

CSC (Computer Sciences Corporation) - Noida, Uttar Pradesh - January 2005 to April 2014

Corporate HR Role (SME)

Merger & Acquisition Lead for India region (2.5 years)

People, process & policy integration in few recent acquisitions done by CSC in India.

Headcount varied between 1000-2500 employees.

Key Contribution in Project planning phase, communication, pre integration events, milestone roll outs, employee talks, documentation, helpdesks etc.

Interaction with Senior Management, India CEO on progress levels of integration.

Functional SME to facilitate people transitions involved in across business transitions (headcount from 10 – 500).

HR due diligence & assessment of potential buy outs in tandem with global team.

Close Interlock with other work streams of legal, finance, sales, IT systems and global organization to synchronize with organizational strategies.

Performance Management Lead for India region (1 year)

Strategies in tandem with global organization to manage & review employee performance for India headcount.

Seamless facilitation of end-to end cycle starting from KRA setting, evaluation, ratings finalization, Normalization, communication, managing low performers and working on improvement plans.

Business Partnering Role

Special Projects of delivering HR services from India to North American region (1 year)

Onsite knowledge transition of region specific HRIS processes including SAP maintenance.

Delivery of defined process from India.

Employee Engagement (2 years)

Worked with a business group ~1500, handled the employee engagement function covering program roll outs, employee development /back up plans, satisfaction/engagement surveys, award administration, employee concerns etc.

Performance/Consequent Management & HR MIS (2 years)

Worked with business leads of headcount ~2500 to complete employee evaluations as per global guidelines.

Key role in normalization and taking over to salary reviews

Budgeting for salary reviews, bonuses and other annual monetary initiatives.

Using market data (relative market positioning) and annual ratings to come up with indicative hikes of employees.

Partner with business leads/managers to work on discretions.

Final input of data into systems, letter communication and follow up concern meetings with employees.

Recruitment (1 year)

In 2005 CSC India was under the exponential growth curve, the financial services business group was on hiring spree. Contributed big time in meeting the hiring numbers, travelled across India to recruit cross functional/technology (Banking, Insurance, Dot Net, Java, Mainframe, AS400 etc) skilled folks. Participated in campus hiring program. Followed the recruitment process as per the PCMM guidelines and maintained a good control on the metrics, having minimum employee/candidate/business leads concerns.

Associate Manager

Mindtree - Noida, Uttar Pradesh - May 2002 to January 2005

It was through acquisition of ASAP Solutions.

Handled end-to-end HR Operations for a particular Business unit. Managed a team of 2 members and delivered in following areas:

1. Assimilation of new employees- Joining Facilitation, Policy talk, Documentation, allocation to Projects/BU's and handled post-joining queries.
2. Resource Deployment/Matrix & Hiring plans- Resource availability projections & rotation across projects, routine ER interaction with Project teams, action plans under quarterly announced workforce plans.
3. Training - Training Procedure Awareness among Managers and ensuring the further education of team members, Coordination with Functional Heads for Training Need Assessment, Sharing the same with Training team, participating in training programs and effectiveness evaluation.
4. Talent Acquisition – Implement recruitment strategy and plan to meet service center staffing needs and projected needs, to include cost effective sourcing approaches and seamless hiring process. Worked on developing Job Specifications & Job Description with respect to profile requirement in coordination with Technical Managers. Connect with Recruitment Agencies & Identifying potential vendors for meeting senior level staffing needs. HR round of interviews, fitments & release of offers. Integrated and clearly communicated effort between sourcing, interviewing, offers and processing.
5. Appraisal facilitation- monitored review process from KRA setting, Self Appraisals, First Level Appraisal, NLA, Consolidation of ratings, Correction of ratings, Consequent Management and release of Review letters
6. Talent Recognition System- Facilitation of Reward program to star performers in BU groups.
7. MIS- Weekly/Monthly HRIS reports, Connect with other departments on sharing of data, Quarterly reports & presentations on hiring & employee data, Resource utilization matrix, Staffing analysis, Exit Analysis.
8. Employee Relations role for assigned groups- handled policy related queries, employee grievance (formal), routine ER meetings with project teams.
9. Exit Interviews & exit analysis.
10. Facilitating Organizational level surveys and ensuring timely completion.

Key role: Acquisition exercise – Played a key team member (HR representative) role in due diligence pre-integration and streamlining processes towards business/people integration of ASAP Solutions with Mind Tree Consulting.

Training Attended: Certified ISO 9001 internal auditor in May 2003.

Consultant

HR Minds Consulting - Delhi, Delhi - July 2001 to March 2002

Associated with senior business consultant and handled following responsibilities:

- 1) Recruitment: Understanding clients' requirements, Identifying target companies for search, Search through existing database, Contacting candidates, getting their resume, Meeting them & making prelim assessment, Fixing up interviews with the client, Doing follow up till the candidate joins.
- 2) Training: Designing Workshops on behavioral disciplines such as leadership, TA, Time Management etc.
- 3) Handled outsourced HR activities.

EDUCATION**Masters in Human Resource and Organsational Development**

Delhi School of Economics, Delhi University

1999 to 2001

B.Sc. in Mathematics

Hansraj College, Delhi University

1996 to 1999

C.B.S.E.

S.D. Public School

1995 to 1996

C.B.S.E.

S.D. Public School

1993 to 1994