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HR Manager

Edison, NJ - Email me on Indeed: [indeed.com/r/P-D/ea1ad7e97c6a737a](https://www.indeed.com/r/P-D/ea1ad7e97c6a737a)

Results oriented Human Resources professional with 10 years' experience in highly booming Information Technology & Services sector. Professional competencies include Strategic Planning, Employee Relations, Performance Management, Talent management, Learning & Development & excellent problem solving skills. Proven ability to develop relationships quickly & positively to influence Senior Management.
Authorized to work in the US for any employer

WORK EXPERIENCE

HR Manager

A Leading global IT services and solutions provider - Central New Jersey - January 2007 to Present

As part of the Strategic HR team, plan, organize, and drive HR Initiatives for USA region.

Develop and drive business unit goals to meet company's overall annual objectives.

Designed & Implemented an Integrated Learning & Development Framework for USA region.

Design, Implementation & Digitization Rewards & Recognition Framework for USA region

Provide mentoring, coaching, counseling on performance issues, employee development and conflict resolution Provide HR leadership and consultations to business leaders and line managers on Staffing, Performance Management, Compensation, Employee Engagement, Employment Law & people-related matters impacting their business.

Administer compensation programs and assisted in job analysis, job evaluation and performance management to ensure compliance with guidelines.

Evaluating Employee satisfaction Survey results & make specific recommendations to drive Employee Engagement & reduce turnover.

Ensure effective implementation of Performance Management process by advising

Managers on process adherence, compensation reviews and suggest process improvements for a high performance work culture Immigration & Compliance:

Handling matters relating to expatriate applications- H1B visa, Green Card and Canada work visa.

Partner with Compliance Team for all matters related to Employment & Immigration compliance.

Sr. HR Executive

HR Initiatives - Pune, Maharashtra - June 2010 to April 2012

Handle HR initiatives for a business unit of 500+ employees Analyzing Employee

Engagement Survey's & recommend specific programs enabling business leaders to drive employee engagement & reduce turnover.

Ensure fairness in performance management process, review promotion recommendations & conduct promotion interviews of employees recommended for

HR Executive

Key Business Unit - Pune, Maharashtra - January 2007 to June 2010

India

Independently managing for a staff of 300 employees for a Key Business Unit across multiple Locations in India.

Ensure fairness in performance management process, review & suggest promotion recommendations and compensation increase.

Conceptualization & Implementation of Employee Engagement & Motivation activities.

Partnering with Learning & Development Team & ensuring implementation of training programs as per needs of the Business Unit.

HR Executive

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

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.

Handling 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 - Pune, Maharashtra - August 2005 to February 2006

Pune-An integrated financial services Software Product Company

Resume Sourcing, Candidate Screening & Interview Co-ordination

Induction of new joiners.

Maintaining employee database.

EDUCATION

Masters in Personnel Management

University of Pune India - Pune, Maharashtra
2006

Bachelors in Science

Maharaja Sayajirao University - Vadodara, Gujarat
2003