

## HR CONSULTANT- TALENT MANAGEMENT

### Summary

MBA in HR with 4+years of HR corporate experience, practical understanding of business needs, worked closely with HR business partners for Talent Management projects.

Area of expertise include Talent Management, Vendor Management, Performance Management, Training & Development.

### Highlights

- Talent Management
- Training & Development
- Vendor Management
- MIS Expert- Data Management
- Report Management
- Innovative
- Employee relations
- Performance Management
- Exceptional interpersonal skills
- Innovative

### Accomplishments

\* Employer of Choice" Great Places to Work project (GPTW)-

Was selected to be a part of Ericsson GPTW project team & worked along with GPTW organization with a vision to make Ericsson an "Employer of Choice" by 2015.

\* Successfully launched Talent Management projects in Ericsson like: 360 degree feedback, Mentoring & Diversity.

### Experience

HR Consultant- Talent Management Jan 2012 to May 2014

Ericsson India Global Services Pvt Ltd 1/4 City , STATE

- TALENT MANAGEMENT PROJECTS: Collaborated with HR business partners for Talent Management projects.
- Training & Development at all level: Training need identification (TNI) for all BU's; Collected training requirement of each BU by understanding the requirements through managers, organized & managed behavioral trainings for managers & below level and scheduled Leadership & Management development programs for managers & above level.
- Maintained Leadership Talent Pool (LTP) pool data received from HR business partners for each unit & made developmental plan for LTP candidates accordingly.
- Training reports and budget: Prepared and sent out monthly training reports (Man-days & Man-hours reports) to business.
- Prepared monthly training budget reports for departments.
- Training data & Feedback evaluation: Maintained training data for all levels and uploaded the same in MY Learning tool.
- Extracted feedback reports from tool, evaluated feedback and took corrective action accordingly.
- Vendor payments: Raised Purchase order for all training partners for external training programs.
- Worked with sourcing team & managed vendor payment process end to end; vendor empanelment, vendor agreements, Purchase orders, payments etc.
- for external trainings.
- 360-degree feedback project: Managed 360-degree project for organization by coordinating with HR business partners for different business units.
- Analyzed, organized feedback sessions for participants regards their 360-degree report and helped managers to make developmental plan for their employees accordingly.
- Employee Engagement Survey: As Talent Management team, we ensured the employee engagement survey (dialog survey) result to be 100% for each BU by regular follow up's & represented Dialog survey results on a weekly basis to the Leadership Team & HRBP's.
- Mentoring project: Analyzed & identified mentors & mentees from each business unit to maintain a coaching culture within the organization.
- Managed- Integrated Talent Management (ITM) & Individual performance Management (IPM): Scheduled L1 & L3 assessments for candidates nominated for promotion & L1 for people managers.
- Organized "Goal setting" & "Feedback Skills" workshops before each IPM discussions.
- Prepared, published IPM reports for all BU's before each IPM discussion to track the status and ensured the closure as per timeline.
- Professional Development Policy in Ericsson: Managed employee distance-learning program & policy end to end for the organization.
- Diversity: Promoted Diversity within Ericsson through different initiatives like women's day celebration, created diversity web page for publishing updates by coordinating with Internal communication team, organized I connect session for women employees, etc.
- Leadership Talent Pool (LTP): Extracted LTP data from the tool consolidated and managed the same on a regular basis.
- Planned & managed trainings for all finalized LTP candidates.
- Performance Improvement Plan (PIP): managed PIP policy end to end.

- Created and managed records of UP & PP raters in PIP tool and guided managers & employees for the next steps in tool.
- Thus, managed day-to-day queries of employees regarding PIP.
- Coordinated with HR business partners for PIP closure for their BU's and published PIP completion status report twice a week to track the completion.
- Emerging Leaders Program (ELP): Scheduled regular calls with ELP candidates to understand their current project, track assignment progress and scheduled interviews for them as a part of their job rotation assignment.
- Assigned mentors for each ELP candidate as a part of their Mentoring assignment.
- Employer of Choice": Great Places to Work project (GPTW)- Was part of Ericsson GPTW project team & worked along with GPTW organization with a vision to make Ericsson an "Employer of Choice" by 2015.

HR Executive- Technical Trainings Jul 2010 to Dec 2011

Colt Technologies Pvt Ltd 1/4 City , STATE

- Planned & scheduled technical trainings for all departments.
- Managed logistics arrangements and ensured the nominations from different departments.
- Maintained training reports and budgets.
- Maintained training data and feedback evaluation.
- Managed vendor Payments.

Education

MBA , HR & Marketing 2009 Institute of Technology and Science India

BCA , Computers 2007 Institute of Management & Research India

Skills

Talent Management, Training & Development, Performance Management, Vendor Management, Budgets, Coaching, Communication Skills, Interpersonal Skills, Consultant, ITIL Foundation V3, Leadership, logistics management, promotions, Psychology, team player, employee engagement.