

Shreyas Raj

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*Highly motivated and results-oriented **HR professional** with a **strong academic background**, **excellent communication skills**, and **diverse experience** spanning across **Manufacturing, Sales & Marketing (Footwear)**, **Pharmaceuticals** sectors in **talent acquisition, compensation & benefits, talent management, learning & development, and campus engagements**.*

Academic credentials:

Degree	Stream	Institute/Board	Year
MBA	Human Resources (HR)	Symbiosis Centre for Management and Human Resource Development (SCMHRD), Pune	2021-23
B.Tech.	Electrical Engineering	National Institute of Technology (NIT), Kurukshetra	2010-14

Skills:

• Talent Acquisition	• Stakeholder Management	• HR Business Partnering
• Learning & development	• Talent Management	• Rewards & Recognition
• Employee Life-cycle management	• HRIS: SAP Successfactors	• MS Office: Word, PowerPoint, Advanced excel

Work Experience:

Assistant Manager / Management Trainee, Relaxo Footwears Limited [Jun 2023 – Dec 2024]

- **HRBP, Talent Acquisition, and Campus program, Corporate office (Delhi)**
 - **Managing the entire employee lifecycle** from hire to retire for 400+ Sales & Marketing staff up to n-2 level, ensuring adherence to Service Level Agreements.
 - **Providing HR business partnering support** to the field sales force.
 - **Maintaining strong relationships** with recruitment agencies.
 - **Recruiting and overseeing** development of Management Trainees from top MBA colleges.
 - **Scheduling and coordinating** campus sessions of leaders.
- **Learning & Development, Corporate office (Delhi)**
 - **Training Needs Identification:** Collaborated with department heads to assess organizational needs and identify skill gaps, prioritizing training initiatives accordingly for 1800 employees.
 - **Learning Management:** Established annual L&D targets, managed the LMS, generated MIS reports, and facilitated training sessions. Overseeing external and internal audits.
 - **Vendor Management:** Cultivated relationships with training providers and coordinated training delivery.
 - **Employee Onboarding:** Conducted induction training for new employees to ensure a smooth transition.
 - **Employee engagement:** Coordinating with agencies for employee engagement surveys.
- **Compensation & Benefits, Corporate office (Delhi)**
 - **Revised employee policies and grade-linked benefits** based on Mercer's job evaluation findings to support broad-banding, **Revised the company car policy** for senior management.
 - **Calculated and communicated** ESOP benefits to eligible employees.
 - **Designed a reward plan** for the team involved in SAP-HANA implementation.
 - **Managed the entire rewards & recognition process** for Q1 & Q2 (FY'24) for 2500 employees

- **Plant HR, Manufacturing Unit-9 (Bhiwadi, Rajasthan)**

- **Gained hands-on experience** in plant operations, industrial relations, and compliance.
- **Conducted mock audits** to assess plant compliance and reported findings to the VP of HR.
- **Implemented a paperless system** for daily manpower reporting, resulting in annual cost savings of Rs. 2 lakhs.
- **Analyzed the feasibility** of increasing female representation in the workforce to 65%, conducting a project-wise assessment and forecasting future requirements.

Summer Intern – Novartis India, Hyderabad

[Apr 2022- Jun 2022]

- **Learning & development: Leadership pipeline**

- Coordinated in designing year-long in-house leadership development program at Novartis India

Work Experience (Pre-MBA)

- **Assistant Professor at Kelvin IIT/PMT, Delhi**

[Apr 2018 - May 2020]

- Taught Chemistry, prepared learning modules, and designed evaluation tests for JEE-Main & JEE-Advanced.
- Trained junior faculty members, coached counsellors, and sales executives for better conversion ratio in admissions.
- Recruited faculty members, trainee faculty members & counsellors and conducted talent search examinations in schools by providing administrative guidance.

- **Lecturer at Sri Chaitanya IIT/PMT Academy & Narayana IIT/PMT Academy, Delhi**

[Nov 2016-Sep 2017]

- **Lecturer at Rao Edusolutions Private Limited, Mumbai**

[Apr 2015 - Feb 2016]

- **Trainee Lecturer at Allen Career Institute, Kota**

[Sep 2014 - Mar 2015]

Extra-Curricular:

- Active Panelist (Non-profit), mock interview support for PhD (Management) candidates
- Interests & Activities – Classics in Literature, Cinema, Philosophy, Cooking, Armchair activism, Contemplating ideas on writing to start working on my first book, and cycling.