

MALLIKA SINGH

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EDUCATION

MBA-HR • 2020 • XIMB (Xavier Institute of Management, Bhubaneswar)

- Best theme paper on “redefining learning & development for internet generation” at NALCO, Bhubaneswar
- Runner up in the event HRmony – The Red Brick Summit (TRBS) organized by IIM Ahmedabad

B. Tech • 2015 • BBDNITM • Aeronautical Engineering

- Presented research paper on concept of “Plasma Assisted Combustion Model for Jet Engines” at ICAET, Chandigarh

TOOLS & COMPETENCIES

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| <ul style="list-style-type: none">• MS Excel, PowerPoint, Word• Power BI | <ul style="list-style-type: none">• Talent Management & Development• HR Analytics• Talent Acquisition | <ul style="list-style-type: none">• Stakeholder Management• Compensation & Benefits• Change Management |
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EXPERIENCE

Manager – Talent Management & HR Ops	Aditya Birla Group – Novel Jewels	March 2024 - Present
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- Driving talent management strategy including R&R and Employee Engagement aligned with organizational goals
- Identified and implemented new HR process enhancement requirements on SAKSHAM & ZingHR
- Manage and publish weekly and monthly HR dashboards for the leadership
- Initiated and facilitated townhalls and grievance platform for employees driving insights to address pain points
- Supported in developing a comprehensive incentive strategy for front-line employees
- Lead the development of policies aligning group guidelines and processes for Novel Jewels

Senior Consultant – People Advisory Services	Ernst & Young LLP, Mumbai	September 2022 – February 2024
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Key Professional Achievement for Exemplary Performance:

- > 2022: Awarded I am Exceptional Award - Passion Beyond Work as part of large-scale ERP implementation for overall Change Management Delivery
- Driven long term change management efforts for a Digital Transformation Project in alliance with global teams in the MENA region
- Developed and executed tailored communication strategies to effectively convey project goals, benefits, and progress to stakeholders at all levels
- Created an automated dashboard to track training progress, leading to improved stakeholder visibility and better decision making
- Collaborated with subject matter experts and trainers to design and deliver engaging training sessions, ensuring user adoption
- Conducted stakeholder analysis and change impact assessments to identify potential areas of resistance

Assistant Manager – HRBP & L&D COE	Tata Advanced Systems Limited, Hyderabad & Noida	July 2020 – September 2022
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Key Professional Achievement for Exemplary Performance:

- > 2020: Awarded Star of the Month for conducting KET Assessment for Hyderabad, Bangalore and Nagpur entities
- > 2021: Awarded Star of the Month for formulating and implementing First Line Manager program across Hyderabad units

Business Partnering:

- Reviewed and analyzed business unit data to identify trends and recommend solutions to improve performance, retention, and employee experience
- Identified and addressed challenges through regular interaction with employees to gauge the pulse of the unit and devise solutions for the same
- Anchored monthly/quarterly R&R and facilitated leader and managers to drive engagement conversations with employees
- Faced and successfully completed audits like AS9100D, ENMS, EHS both internal and external without any CAR and PAR

HR Analytics & Process Digitalization

- Tracked key metrics such as employee attrition, engagement, programme effectiveness providing actionable insights for continuous improvement
- Designed and implemented HR Dashboard to track platform utilization and L&D initiatives contributing to strategic decision making
- Lead the digitalization of HR processes integrating activities on HRMS streamlining reporting
- Consulted stakeholder to implement enhancements in existing module configuration for salary advance, learning and competency

Performance & Compensation:

- Worked closely with leadership to strategize Annual Operating Plan (AOP) for HR operations in line with business requirement
- Lead the Increment, Promotion and Performance pay cycle exercise for the plant in partner with leadership
- Provided inputs and liaised with the payroll team to process monthly salary

Talent management & Strategic Projects:

- Redefined the talent development policies to drive more sustainable process and learning culture
- Collaborated with the corporate team to run the annual assessment center and ASPIRE- Fastrack career progression
- Formulated PYLOT program for campus hire and executed for two cycles by understanding the important aspect of campus to corporation transition
- Redefined and revamped job progression for associates based on skill and job proficiency level
- Devised learning initiatives for first-line managers based on 4 essential pillars of building a stronger team and process framework
- Developed framework to identify Hi-Pos and work on their career progression plan. Create and implement succession plan for critical role holders

HR Intern	XPRESSMINDS, New Delhi	April 2019 – May 2019
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- Formulated performance framework, led recruitment, and coordinated field sales associates to drive organizational growth