





UTKARSH AREN


Human Resources Professional

A Jombay **HR30underThirty** winner, high performing, passionate, result oriented HR professional with over 5 years of professional experience. Currently Working as **Senior Manager – Compensation & Benefits Partner** at HDFC Bank **Gurgaon** since May 2023, post completion of his MBA in HRM from XLRI Jamshedpur in 2019. Has been certified in HR Business Partnering from SHRM. Prior to rewards, worked as **Corporate HRBP** for a duration of 4years in HDFC Bank from June 2019

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SKILLS

- HR Business Partnering
- Stakeholder Management
- Org Design & Structuring
- Talent Management
- Total Rewards
- Leadership Hiring
- Employee Engagement
- Market Benchmarking
- Manpower Budgeting
- Succession Planning
- Performance Management
- Employee Communication

PROFESSIONAL ACHIEVEMENTS

• KEY TALENT – FY 2023-24 & FY2020-21

Identified as a **Key Performer** for displaying leadership qualities & excellence in current role

• SILVER STAR – September 2022

For managing end to end work on performance appraisal cycle with all necessary checks & final submission to Comp & Ben team

• Jombay HR30UNDERthirty

Nominated by HDFC Bank to participate in a cohort of over 1000 HR professionals across all industries. Post 3 months of rigorous multiple assessments, declared the winner of the program

WORK EXPERIENCE

❖ HDFC Bank Pvt Ltd, Gurgaon

Senior Manager- Compensation & Benefits Partner May 2023- Present

- Responsible for **salary offers & fitments** across all the bands for respective business verticals - IT, Digital Banking, Operations, Information Security group covering over **25,000 employees**
- Stakeholder Management: Liaise with all key stakeholders i.e. HRBPs, Talent Acquisition teams, Business managers for deeper understanding of business realities & ensure alignment with the same
- Carried out the **job sizing** for all business verticals within the portfolio with over 300 unique job roles using the frameworks to ascertain all roles have defined job size
- Anchored the **Annual PMS** involving annual salary review, promotions, salary corrections across the bands for **2 cycles**
- Formulated the **flexi pay merit increment** methodology for IT/ Digital business as a pilot project for the first time in Bank covering over **3,000 employees**
- Provisioned for Annual Bonus using multiple approaches for ascertaining the budget required, coordinated with Finance for allocation at the organization level
- Managed the **BDP process involving bonus calculation methodology**, liaised with business heads for determination of annual business results, & with finance for all the revenue generating businesses involving over **1 lakh employees**
- Responsible for **salary benchmarking** for all job roles at all bands within the organization. Coordinated with multiple external vendors for the same
- Worked on **LTI scheme covering ESOPs & RSUs** cost calculations, accounting costs & analysis across all FYs grants, carrying out simulations for computation of cost over next 4-5 years
- Conducted **compa ratio & talent category analysis** project at the organization level to understand placement of each employee in 9 box matrix & proposed recommendations for each box separately

❖ HDFC Bank Pvt Ltd, Mumbai

Senior Manager- Corporate HR Business Partner Dec 2022 – April 2023
Manager- Corporate HR Business Partner June 2019 – Nov 2022

- Supported BU **Operations** as central HRBP spanning **pan India** with an employee base of over **15,000** employees located in multiple geographies
- Handled the entire employee life cycle for the senior leadership team with designation from **Senior VP to Group Head** comprising over 90 staff in BU Operations
- Responsible for **Manpower planning** by assessing the future business needs & monitoring current headcount budgets, attrition, actuals & staff movements with regional/ functional heads of business
- Coordinated & liaised with Finance, Regional HRBP, Regional Talent Acquisition teams in order to **streamline approval of new headcount budgets, creation of new positions within TAT** in the HRMS

• **SILVER STAR – September 2020**

For Intervention towards Org Structure Streamlining exercise for BU Operations

• **WOW PERFORMER- August 2019**

For developing advanced tools for optimization of Org Design & Spans

EDUCATION

• **PGDM –HRM**

XLRI- Xavier School of Management, Jamshedpur
2017- 2019

• **B.tech – Electrical Engg.**
Jamia Millia Islamia University, Delhi
2012- 2016

- Facilitated **Organizational Design, restructuring** with BU Heads by providing business insights for optimum decision making leading to 30% increase in ideal SPANs
- Designed & Delivered **HR KBO presentations** to BU Heads encompassing details on manpower, performance management, job rotation, attrition pockets, employee engagement scores on **monthly** basis
- Data Management, supporting rating validations, initiating promotion discussions during the **Performance Appraisal process**
- Facilitate Succession planning with BU heads by identifying critical roles, formulating career paths for the senior leaders (Senior VP & above)
- Streamlined Rewards & Recognition policy, designed new categories for recognition basis the BU needs leading to increase in coverage by 25%

❖ **MyPopCoins Loyalty Pvt Ltd, Delhi**

Manager- Corporate Sales

July 2016 – March 2017

- Responsible for delivering B2B sales by **onboarding potential retailers** in food & service, lifestyle, health & wellness industry
- Analyzed **market trends**, identified prospective clients, **prepared the sales pitch & deck**, supported sales team for **contract closures by leading field visits**
- Led a 5 member team, carried out multiple field visits ensuring vendors are on boarded in an optimum manner

ACADAMIC & LIVE PROJECTS

❖ **Assessment Centre (Live Project – XLRI Jamshedpur)**

- **Designed** a 7 hour integrated simulation to measure 5 **competencies** of an Individual
- Delivered detailed analysis, **verbal & written feedback** to the assessee on the performance

❖ **Training & Development (Live Project – XLRI Jamshedpur)**

- Carried out Needs Assessment for Crossword Book Store, designing training prog for Sales Executives
- Conducted surveys, interviews to identify KSA gaps, measured expected ROI of training