

RASHMI P.K

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HR (LEARNING MANAGEMENT) & ADMINISTRATION PROFESSIONAL

Offering wide ranging experience of 14 years (12 years in Administration and 2 years in HR support) in the areas of HR Processes, Administration, Performance Management, Recruitment, Training & Induction, Learning Operation, Administration, Compensation, Industrial Relations, Organizational Development

PROFILE

- ✓ **Talented and result oriented professional with experience of working with the learning development team which helps sellers / tech sellers to gain the required skill** as per their experience by coordinating and facilitating the details from the classes scheduled.
- ✓ **Employee focused with demonstrated capabilities in coordinating learning & development programs in support of organizational strategic objectives;** experience in designing questionnaire to assess the learning needs of the employees, preparing training budget, training MIS, conducting training audits.
- ✓ **Expertise in administration and maintenance of facilities to maximize operational availability;** Proficient in structuring and implementing innovative Administrative policies/procedures to generate undivided commitment and dedication among the employees.
- ✓ Proficient in structuring customized training modules and conducting training sessions. Striving to always bring in creative practices and facilitates individuals to perform better.
- ✓ **Ideal combination of managerial and analytical skills; creative problem solver, able to think logically and pay close attention to detail;** excellent communication and liaison skills and proven capability of effective management including inter and intra departmental coordination.
- ✓ **Educational Credential Assessment from Canada**
- ✓ **Digital Footprint: IBM Design Thinking Practitioner**

Core Competencies

HR Functions • Personnel Management • Training & Development • Payroll & Attendance Management • Staffing • Time and Attendance • Learning Operations Management • Coordination • MIS

CAREER CONTOUR

Measurements and Reporting Analyst • IBM INDIA PRIVATE LIMITED • since Aug'10

- ✓ Measurements and Reporting Analyst role manages the day-to-day activities that support the measurement and reporting requirements of an account or business unit to ensure that required measurement and reporting data is available to both the IBM and Client Management teams. They also may provide analysis and support on the use and interpretation of the measurement and reporting data. They define plans for data collection, including the types of data and time of data capture, coordinate activities to collect, analyze, and report the information, and coordinate activities to ensure the external audit readiness of measurement data if required.
- ✓ Spearheading efforts in maintaining GTS Business Unit Headcount database for new hires, attritions, role changes and reporting structure changes.
- ✓ Performing as the in charge of Funding Request Template for Resource trainings management. Involved in maintaining the Year end Reconciled Excel Tracker on the Programs Conducted organizations wise in the business unit.
- ✓ Involved in Quarter Wise Complex Presentation preparation on the status of learning completion and Budget utilization to the Management.
- ✓ Accountable for facilitating and scheduling the end to end Training Program requirement from Stationery, Venue finalization to Expats and Facilitator Stay and travel arrangements.
- ✓ Planning, scheduling & coordinating the training programs; Documenting the Training process and procedure.
- ✓ Conceptualizing the training methodologies, ensuring effectiveness by attending the Trainers session & providing appropriate feedback, and delivering high Training Yield.
- ✓ Implementing appropriate processes to make the training function process driven and not people driven.

Admin Executive • INFRASTRUCTURE LEASING & FINANCIAL SERVICES LIMITED • Mar'05-Jun'10

- ✓ Responsible for Templates Database creation for various activities pertaining to company leased accommodation and cars, extension & termination of lease extending to following up with the owners / landlords / PoA.
- ✓ Involved in the creation, maintenance and tracking of Reporting Dashboard for the Name transfers of Cars from company to individual and from different states to Karnataka state, following up with RTO on various documentation pertaining to the activity, Auctioning activities.
- ✓ Developed, managed and monitored the performance of multi-skilled work force and ensure smooth implementation of HR policies for manpower planning, recruitment, selection, induction as per acquisition plans of the organization.

- ✓ Responsible for managing the entire gamut of administrative operations, formulating and implementing effective Administrative Policies and successfully coordinate direct administrative support for the office.
- ✓ Coordinated with the Deputy Director shall facilitate the fortnightly/ monthly meeting with Assistant program officer, Assistant works Manager, review the status of submission the proposal, the progress of works, social audit etc.
- ✓ Ensured the basic data of approved action plans, administrative and technical sanctions are entered in the MIS at each level as soon as the approval is received from each level.
- ✓ Ensured prompt payment of wages on weekly basis and shall take action immediately for payments without any delay and maintained gender and community disaggregated database and MIS.
- ✓ Put key focus on talent engagement by continuous learning and development initiatives.
- ✓ Fostered a teamwork/open-door environment conducive to positive dialogue across the organization.
- ✓ Devised and implemented creative rewards & recognition/ incentive systems to keep the employees' fully motivated.
- ✓ Analyzed and realigned organizational structure for each function as per the dynamics of the organization.

SCHOLASTIC PORTFOLIO

MBA (HR); 2014 • Sikkim Manipal University

Bachelor of Arts; 2011 • Tamil Nadu Open University

Diploma in Electronics & Telecommunication; 2002 • SVK Polytechnic

References: Available on request