Sukanya Girme

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Summary

A human resource professional with a strategic and an operational blend, I strive to create result-oriented solutions to integrate business and humans. With an unflinching respect towards the HR fraternity, I like to collaborate with professionals who look forward towards a new era along with keeping the roots intact. Operations and Human Resources as a whole are key areas of my work.

Experience

ImaginXP - Manager HR   Jan 2019 – Present

Talent Acquisition:

- Coordinator for hiring approvals and process.
- Talent Acquisition via various recruitment channels.
- Coordinating with hiring managers and consultants to determine staffing needs and preparing Job descriptions for open positions.
- Screening resumes and performing in-person and telephonic interviews with candidates and administering assessments.
- Maintaining Recruitment data and tracking recruitment KPIs.
- Preparing appraisal process and detailed salary structure to candidates, communicating employer information and benefits during the screening process.
- Carrying out end-to-end recruitment of all employees, from the time of onboarding till the full and final settlement of the employee.

HR Analytics:

- Maintenance and updating of monthly HRIS Reports for salary processing.
- Preparing reports to track headcount, absenteeism, fluctuation and maintaining Employee attendance data sheets.
- Internal HR KPI and KRA Tracking.

Employee Relations and Engagement:

- Employee Engagement activity planning as a part to keep the motivation of the employees.
- Employee Grievance handling.

ImaginXP – Operations Manager   Oct 2018 - Present

Trainer Onboarding:

- Trainer search and screening through various Job search platforms, ImaginXP company pitch to the prospects.
- Compensations structure to be decided and communicated to the trainer.
- Making and updating trainer agreements. Maintain trainer tracker updated with all required details and pivot tables intact for easy data and information gathering.
- Responsible for Pan India Trainer hiring and onboarding for the ImaginXP.
- Evaluating gaps between Actual v/s Required for all centers across India.

Placements and Internships:

- Responsible for the placements and internships of all students across the centers of ImaginXP as well as University Tie-Ups
- Searching UX Design Companies, speaking to CXOs and Head HRs for placements and Internships.
- Coordinator between students and Companies for a seamless hiring process.
- Aligning the needs of the companies and students for maximum efficiency.

Staffing:

- Acquiring staffing needs of client, understanding the key requirements and formulating a process plan for hiring.
- Searching the right talent pool for the requirements through various recruiting mediums.
- Coordinating the end-to-end hiring process with the client HR team.

Catenon Worldwide – Senior Associate   Sep 2016 - Sep 2018

- Responsible for client handling of Delhi NCR region of the company.
- Maintaining and searching a list of prospective clients requiring external Human Resources assistance for niche and difficult job positions within their company.
- Connecting with CXOs of companies across various Industries, especially expats in India for company brief and services offered for collaboration.
- A bridge between stakeholders of various companies and stakeholders of Catenon.
- Closing positions for clients in Delhi NCR region.

BlazeClan Technologies – HR Intern   June 2015 – Aug 2015

- End-to-end Recruitment for the company.
- Employee Engagement activities.
- Employee Grievances.

- Employee Exit Interviews.
- Maintaining database of the employees.
- Handled back end HRIS of the company.
- Co-ordinating Compensation and Benefits with the team.

Projects and Awards

- Presented an IT project on online booking for appointment time-slot for driving tests at the RTO as a part of the final year dissertation project in Symbiosis.
- Presented a Black Book project in MBA final year on the "Challenges of Recruitment in IT and Cloud Computing Companies"
- Won the Employee of the Month award 3 times in Catenon India.

Education

Neville Wadia Institute of Management Studies and Research   2014 – 2016

Master's Degree in Human Resources Management, MBA (HR)

CGPA Acquired - 3.9/6

Symbiosis International University   2010 – 2013

Bachelor's Degree in Information Technology, BBA (IT)

CGPA Acquired - 2.6/4

Fergusson College, Pune   2008 – 2010

Specialization in Science Stream

Percentage Acquired – 66%

St. Mary's School, Pune   2010

Percentage Acquired – 88%

Skills

Data Analysis | Human Resources | Talent Acquisition | Employer Branding | Operations