

Sudhir.M

Senior HR Associate – Capgemini India Pvt Ltd

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Profile

Summary

A dynamic professional with more than 8 years of total experience, worked as an integral part of Human Resource Management for more than 5.6years. Regional role, supporting the designing, managing and executing of complete Employee lifecycle from Hire to Retire that includes Employee Onboarding, Employee Benefits, Employee Letters and Employee Exit Management. Addressing operating-model, payroll functions.

STRENGTHS

- ✓ Reliable and efficient in managing Employee information.
- ✓ Complex and Dynamic Business environment driven.
- ✓ Expertise in planning and analysing skills
- ✓ Operational excellence through standardized process framework.
- ✓ Strong organizational and time management skills.

Experience

Snapshot

| | |
|--|---------------------|
| Senior HR Associate, Capgemini | Jul 2015 – Aug 2019 |
| Senior Executive, IBM India Pvt Ltd | Oct 2013 – Apr 2015 |
| Officer, TESCO HINDUSTAN SERVICE CENTRE PVT LTD | Dec 2011 – Sep2013 |

Career

Achievements

- Eliminated Process Waste:
 - » GPIT – Helps HR Managers and regional SPOCs input monthly payroll inputs for their entities on their own.
 - » Worked on Dep Tool that captures Employee modified dependent data that updates OHR database, fills up the Insurer template and changes the payroll monthly payroll variance data.
- Instrumental in setting up and imposing effective internal controls which reduced additional verification procedures and improved TAT and Quality.
- Received Value awards for living up GE Values.
- Have received Zero Defect and SPOT Awards.

Senior HR Associate – Capgemini Business Services**Recruitment and Onboarding:**

- Was hired for a HR SPOC role at Client location – GE Healthcare Business.
- Understanding client's requirements, Sourcing and screening of valid profiles.
- Conducting Telephonic interviews and scheduling face-to-face interviews.
- Following up with the offered candidates & confirming on their joining dates.
- On boarding and post on boarding activities in line and to be executed as per the SLA.
- Initiates with BGC for the New Hires
- ID Badge requests and visitors pass creation.
- Day 1 and Day 2 induction includes invitation and co-ordination with the respective speakers.
- Update new hire information in appropriate information systems.
- Communicate with employees, managers, and HR community regarding status of request.
- Collect/Track New Hire paperwork.
- Worked with employees and managers to ensure all required forms and documentation have been obtained, completed and forwarded to other department within Human resources.
- Processed on-line employee changes requests and validate requests for proper approvals and data entry.
- Process and follow-up on offer letter requests, letter of intent requests.
- Maintained 1200+ employees at the site and was a single point of contact with their C&B queries.

Moved back to Capgemini early in the year 2018 for a different role within HR Ops.

Singapore:

- Working for Singapore population.
- Extensively involved in streamlining the TMS data.
- Involved in consolidating the monthly inputs and processing it to the payroll system.
- Working with P&B team for Pay-code creation using policy, on HRM's and Business's request.
- Handling Oracle Cloud Tickets to receive raw payroll inputs that are further calculated.
- Extensively involved in working very close with employees to understand their query and empathize on their queries.
- Preparation of various yearly reports Medical health report, Benefits In Kind report, Annual leave accrual reports, Annual leave balance report.
- Extensively involved in finding the root cause of the tool issues resulting in more improvements and innovations

Senior Executive – IBM India Pvt Ltd

- Preparation of joiner's list, checking BGC status and sending welcome mailers.
- ID Badge requests and visitors pass creation.
- Maintaining the New Joiners records and updating it.
- Attendance preparation
- Communicate with employees, managers, and HR community regarding status of request.
- Following up with the offered candidates & confirming on their joining dates.
- Joining status to payroll team.
- Handling Employees queries and grievances.
- Accounting GFR Invoices received from supplier in OFI1 li and Retek.
- Clearing invoices for payment.
- Amending the invoice as per the delivery if there is any mismatch.
- Handling all the important and priority suppliers.
- Voiding invoices after proper investigation and approvals.
- Contacting buyers for query resolution on debit/Credit note for the supplier
- Handling email supplier queries
- Preparation of productivity report of the team and presenting it to the leads.

Officer - TESCO HINDUSTAN SERVICE CENTRE PVT LTD

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Educational Qualifications

| Class | University | Year |
|-------|---|------|
| B.COM | SEA College, Commerce, Bangalore University | 2010 |
| PUC | SEA College, Bangalore, Karnataka Board | 2007 |
| SSLC | UJJVAL VIDYALAYA, Karnataka Board | 2005 |

Personal Details

Nationality : Indian

Date of Birth : 30 July 1989

Status : Single

Languages : English, Kannada, Hindi
