

**Abi Ashim. P**

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## Objective

To work in a competitive environment on challenging assignments that shall yield twin benefits of the job satisfaction and a steady-paced professional growth.

## Profile Snapshot

- HR professional with 6 years of total experience with ~4yrs of experience as HR Associate in HR Support and Process Management.
- Presently associated with **Mindtree Limited** as a **HR Associate – Human Resource**
- Extensive experience on HR Life cycle systems such as Multi geography onboarding & Induction, background checks, leave management, employee referral programs, Learning and development, HR policies, Exit Management Process across the globe and knowledge on Full and Final Settlement process and calculation related to Mindtree and local geography financial norms. Understanding on payroll calculation and assistance as part of the full and final settlement process.
- Working knowledge on India legal compliance processes.
- **Role in Mindtree included :**
  - Preparation and publish of MIS reports on a monthly basis to leadership team.
  - Continuous Process Improvement Initiatives as the key HR support member for the across Geography to remove Non-Value Adding activities and streamline HR processes.
  - Support Audit (Internal & External) teams with required data & part of Audit.
  - Upload and Maintain employee personal records in Data Management System (SAP HR) for the entire geography of 20,000+ employees
  - Identifying customer impacting issues, work out and implement solutions and process improvements to increase customer satisfaction rate and responding to escalations providing root cause analysis.
  - Investigate discrepancies, finding, implementing solutions

## **Professional Sketch**

Organization : **Mindtree Limited, Bangalore** (Deputed by Klaus)  
Duration : Dec 2015 -Till date

### **Onboarding and Induction**

- Ensuring completion of joining formalities, induction program. (Campus, Lateral, Sub-Contractors and Interns) and session are smooth and getting necessary perquisites (Seminar Hall, Joining Kit, Statutory forms, System data, Back ground verification Status, Signed offer letters etc) in place prior to Onboarding date
- Speaker of Welcome Session, Onboarding and joining formalities and Closure Session and conducting Ice breaker session for New Joiners.
- Maintaining personnel records with confidentiality
- Communicating policies ,procedures and organization culture to New Hires and resolving their queries related to any HR process from employee perspective
- Timely review and update of Joining Kit, Process etc
- Responsible to get the correct organization tagging, CTC details, Personal, education and employment details related to New joiners are updated correctly in the system
- Regularization on system changes based on new policies, process, passing relevant actions in SAP required for MID creation, correcting the errors, data mismatch

### **Compensation and Benefits**

- Getting promotion details updated in the system for the respective individuals
- Rectifying Errors and handling queries related to compensation if at all any
- Updating ratings
- Updating payroll inputs prior cut-off date
- Getting all compensation related documents into DMS
- Maintaining Data accuracy

### **Support – Policies**

- Assisting with payroll related queries for India and other Geo's
- Coordinating with Operations on Monthly, Quarterly and Annual Performance
- Coordinating with management on Promotions and Merit increases during Annual appraisal and Auditing of the Process Reports
- Assisting them with Payroll, bonus, Expense, Leaves & Setting Goal on quarterly basis.

### **Separation**

- Preparing and analyzing attrition rate, reasons and project the analysis to the management; Conduct Exit Interviews and analysis there on.
- Handling US exit management process

### **Reports and Documentation**

- Publishing MIS reports to stakeholders
- Handling confidential data, (Salary details/Hike letters/ZPPL- Peoples information/ Experience).
- Documenting Process improvements. preparing change request as per guidelines, preparing process maps
- Documents upload in DMS and Managing DMS

## **Audit**

- Part of external audit (ISO) and internal Audit
- Part of Customer Audit
- Ensuring that requested documents are shared and process explanation
- Resolving and implementing necessary process changes/system tweaks based on Audit outcome

## **Tools/System**

SAP, Success Factor, SharePoint

## **On the Job Achievements**

- Recognized for the ideas and further improvement & implementation in HR processes and activities.
- Spot on Awards
- Defined Hire to exit process for rebadged employees ,integration and acquired employees

## **Accenture Ltd**

**Period - June 2014 – Jan 2015**

**Title - Customer Support Executive**

- Maintaining accounts of Virgin media Customers.
- Updating the customers with the latest offers and discounts.
- Making the bill payments on behalf of the customers.
- Up selling of the Virgin media Products

## **Tata Consultancy Service**

**Period - Dec 2012 to April 2014**

**Title - Information Processing Specialist**

- Assisting customer on banking related queries.
- Creating and Updating Equity accounts for the Customer's.
- Processing various types of Equity and Fixed income records with in TAT.
- Training the New joiners and grooming them to perform their best for the process.
- Auditing the information and data processed by the team

## **Academic**

- Year 2015      **Masters in Business Administration** - Sikkim Manipal University, Bangalore.
- Year 2012      **Bachelor in Commerce** from New Horizon college, Bangalore University