

MONI SHANKAR N



Address # 5/361 Annai Indira Nagar
Okkiam Thoriapakkam
Chennai 600 097
Mobile +91 98840 94380
Email monishank@gmail.com
Date of Birth 21 Dec 1982

About

Profile

HR Manager with 15 years of Experience
in all HR Functions

- Employee Engagement
- Payroll and Statutory
- Performance Management
- Induction and Onboarding
- MIS Dashboards
- Learning and Development
- HR Shared Services
- Employee Relations
- HR Generalist Activities
- Recruitment
- Full and Final settlement Process

Key Strengths

- Innate abilities to probe grey areas, analyze missing links and create a holistic information
- Extremely competent in electronic information gathering
- Good in team handling
- Strong memory aided by talent for linking and collating multivariate information points; proficiency in creating short, sharp and effective reports
- Fast learner, consistent emphasis on self-improvement
- Smart working individual who meets goals on time

Technical Comprehension

Altran Technologies

Success factor - Employee Central

FLSmidth Pvt Ltd

Oracle Version R12

Temenos India Pvt Ltd

Oracle Version R11, R12

HCL Technologies Pvt Ltd

SAP Version 6

Sutherland Global Services Pvt Ltd

PeopleSoft Version 8.8

Academic Credentials

Master of Business Administration

Major: HR & Systems

St.Joseph's College of Engineering

Anna University, April 2006

Class: First Class (74%)

Bachelor of Engineering

Major: Mechanical Engineering

M.N.M Jain Engineering College,

University of Madras, March 2004

Class: First Class with Distinction (78%)

Languages

English : Expert

Tamil : Expert

French : Beginner (DELFI A1 certified from Alliance Française)

Recognition

Achievements

Temenos India Pvt Ltd

- Successfully Handled Temenos Keys project for Global Staffs for the period 2012 to 2016
- Got nominated as a SPOC for Six Sigma Green belt training by the Quality team
- Got Appreciation from Regional HR Head for new Scorecard Template for ease presentation

HCL Technologies Ltd

- Got Appreciation from External Audit PWC for proper maintenance of Employee Files and HR records
- Reduced the negative Salary (suspense account) by proper Attendance tracker and Payroll check

Altran Technologies Ltd

- Individual Excellence award in Nov 2018, Dec 2019
- Team Excellence award in Jun 2018, Dec 2018 and Dec 2019

Temenos India Pvt Ltd

- Achieved Staff Recognition award for successful completion of the integration of Staffs of an acquired Company into Temenos systems
- Achieved Individual Appreciation Staff Recognition award for LOIs process for Visa processing for Signon 2016 meeting

Sutherland Global Services Pvt Ltd

- Successfully implemented E-Resignation application through PeopleSoft ERP in Sutherland Global Services
- Successful contributor for first Payroll run in PeopleSoft in production phase

Employment History

Capgemini Technology Services India Ltd, May 2017 till date

Designation: Manager – HR

Roles & Responsibilities:

Employee Engagement

- Planning and execution for the Quarterly Town halls
- Organizing Events as per the annual "Employee Engagement calendar"
- Quarterly Skip Level Meetings
- Monthly / Fortnightly Employee Connect program with Local Onsite Employees at the location

Performance Management

- Ensuring compliance at cluster level on Goal setting, Mid-year review, Annual Review, Probation and PIP
- Rating release, feedback conversations and managing performance exits
- Audit review booklets and get the goals and assessments amended via managers wherever required
- Communication, Orientation & process cascade. Ensuring compliance at cluster level

Induction and Onboarding

- Brief Orientation session and Lunch with New joiners, Meeting New hires on Day 1
- Background Verification - Discussion on RED / Amber Cases and closure as per guidelines
- Contribution in the Location onboarding NEO programs under the guidance of Location Leader as per the roster

Compensation & Promotion Management

- Data finalization before every comp and promotion review cycle
- Process compliance by adherence to timelines, budget and pyramids
- Publishing analytics on compliance, Budget utilization, parity and Pyramids at cluster levels.

- Consolidation of recommendations at cluster level, checking budget utilization, pyramid adherence.
- Letter release for Compensation, Promotions and probation

Attrition Management and Retention

- Daily resignation and retention discussion and sharing inputs with Management
- Tool update on resignation records and managing up to date
- Absconding employee's tracking and recording the followups in tool

Reward and Recognition

- Driving recognition philosophy & practice in clusters with leaders and managers
- Ensuring budget utilization by publishing reports and discussions with Directors and Leaders
- Driving recognition initiatives like Leader board, Annual Awards, milestone awards etc

Buddy Program

- Publishing Buddy tracker on Joining days to all HRBPs to drive the buddy allocation for PAN India
- Publishing the Buddy Survey report analysis for every month for dashboard preparation
- Publishing the Buddy survey rolling analysis to HR head
- Followup with HRBPs for pending cases on buddy allocation

FLSmidth Private Limited, Sep 2016 to May 2017

Designation: Specialist – HR

Roles & Responsibilities:

Oracle EBS Suite

- Responsible for the trouble shooting and maintenance of the Oracle EBS suite R12 Human Resource Management System (HRMS).
- Respond to queries within the standard transactional service-level-agreements (SLA) and provide level 3 support
- Develop DO.070 User guides to train the appropriate employees on processes.
- Responsible for guiding the HR Shared Services team members to handle Oracle HRMS queries.

Interface HR

- Assist in the review, testing and implementation of HRIS upgrades or patches and provides support to the Global HRIS Manager when needed. Handle change request procedure request raised by Global HRIS manager and to followup with IT and business until closure.
- Collaborate with functional and technical IT team to coordinate application enhancements and upgrades.
- Maintain data integrity by running queries and analysing existing data to determine root causes of errors found. Write, maintain and support a variety of Human Resource reports or queries utilizing appropriate reporting tools
- Responsible for supporting other peripheral applications used to supplement Oracle and the HR Department

Process Specialist

- As a specialist responsible for Governance and Audits for process flow and process documents on Oracle HRMS. Assist with internal and/or external HR data audits.
- Prepare materials, UPKs or other mechanism of learning continue to develop HR and HRIS knowledge and participate in user group meetings and conferences as a HR Shared Service representative
- Recommend process and customer service improvements, innovative and creative solutions
- Ensure the accurate and timely input of New Hire, Rehire, Assignment Changes, and Termination and Employee-Level Costing transactions.
- Maintain awareness of current trends in HRIS with a focus on product and service development, delivery and support and system trainings.

Temenos India Pvt Ltd, May 2010 to Sep 2016

Designation: Specialist – HR

Roles & Responsibilities:

Employee Engagement

- Induction to the new Joiners about Company Policies and Products, feedback survey about Onboarding process is done and summarized to Management for any queries
- New Joinee kit is implemented for navigation to Leave policy, Timesheet submission, PMS and other tools used within Organization
- Coordinating Town hall meetings , preparing participants list and organizing LOIs for visa processing
- Temenos Keys are arranged for Global staffs based on their tenure. This is a Global project done every year to honor the Seniors of the Organisation
- Organizing certification courses TCCP, Prince 2 for the Staffs for performance improvement of the individual career
- Development Trainings related to Kaizen , Six Sigma and Other Quality tools are taken by the outside Professionals for standardizing the process
- The reminder mails are sent for timely completion of Company Policy Acknowledgement, PMS and other mandatory training courses Anti-Bribery and Corruption, Business code of conduct
- Organising Events such as Friday Fun, Cricket, Volleyball and Table Tennis Tournaments, Sports day events and other regional Festival events as part of Employee relations

Performance Management Systems

- The Population for the current Appraisal is populated and Share point tool is launched for PMS completion
- The Appraisee and Appraiser submission for the current appraisal cycle is checked to ensure the appraisal is completed on time
- Coordinating One on One meeting for disagreement cases on ratings
- The Induction about the PMS procedure and the cycle is done to New Joinees
- The Technical issues are addressed to IT team for timely resolution
- The status reports are prepared for checking the pending cases and reminders sent to respective line Manager for timely completion

Scorecard and MIS Reports

- The Monthly Scorecards are prepared for Europe region to showcase the hires, Leavers and Transfers in and out of the region and to forecast the head count movement
- The Europe and Middle East Africa Monthly Scorecard is prepared and presented to EMEA HR Head
- The Global Scorecard is prepared for Acquired Company and sent to respective HR Heads
- Database NULL Audit is done to check for all mandatory details of an Employee available are updated without blanks
- The Company Policy Acknowledgement status, Online mandatory Courses Status reports are prepared and sent as and when required
- The Global Performance Appraisal Status report is sent to Corporate team, and regional Status shared to respective regional HR Managers.

Recruitment

- Internal Job postings are published to given an Opportunity for the Internal Candidates to apply for the open positions
- The Job ADs are posted in job portals and the applicants are segregated for review
- The Communications are sent to shortlisted candidates about the progress of the interview
- Background verification and Reference check are coordinated with the Vendor for the selected candidates
- The Employee creation in System is done for the selected candidates and all necessary IT setups are organized during Onboarding of the Employee

Oracle HRMS

- Primary user in Oracle R11 to Oracle R12 migration project for Global headcount
- Testing is done in UAT instance for amendments in Oracle fields and new requirements
- Preparation of DO.070 User Guide and involved in preparation of MD.050 for Oracle customizations
- The Vacation Backlog is run at start of the year to carryover the balance days of previous year and cross verified for its accuracy
- The new hires are created and all the mandatory Employment and personal details are updated and Login credentials are provided to new hire
- The Leavers details are updated with all necessary mails/Letters and leaver request raised for deactivating all accesses

HCL Technologies Ltd., - Mar 2008 to May 2010

Designation: Executive –HR

Payroll Process

- Headcount reconciliation for current payroll is prepared and attendance calculation done accordingly
- The Adhoc Bonus, RnR cash awards are checked and included in the monthly payroll
- The final approved payments are uploaded and processed through SAP
- The Final Salary sheet is evaluated for accuracy and hold payment is done for absconded and leavers
- The Salary help desk is conducted to address all Salary related queries

Performance Management System

- The Eligible list for current year Appraisal are prepared and the link is activated and shared to Employees
- Orient the Appraisee about their Appraisal
- Drive the Appraisal to be completed as per the timelines
- Ensure the Appraisal Feedback is given to the employees
- Address any appraisal queries/ clarifications/ conflicts
- Coordinating Bell Curve normalization with Corporate Team for closure of PMS

Employee Engagement

- Skip Level meeting is conducted every week to address general queries and grievances
- Conducting Floor games and to make all Staffs to participate and win prize
- Conducting Medical camp every Quarter to ensure the health and fitness of Staffs
- Queries regarding the Leave policy, Appraisal status are clarified to respective Employees through Helpdesk

Full & Final Settlement process

- The Exit Interview is conducted for the resigned employees
- The No Due forms are received and verified, the resignation is captured in system and the leaver request sent to IT team to deactivate all access
- The leave balance, attendance and Salary details sent to Finance team for processing the settlement
- The Settlement details are intimated to concerned resigned employees once the process is completed

Recruitment

- Identify the vacancies with the Clients and JDs are prepared for required skill set
- Screening the applicants through Job portals and referral sources to determine the Candidates meeting the requirements of the Job role
- Schedule Interviews for the shortlisted Candidates based on the confirmation through call/mail
- The list of selected Candidates are received from Clients and initiate Salary negotiations
- The Offer Letter is issued to the selected resources
- The Closed positions list are prepared and shared to Management

Sutherland Global Services Pvt. Ltd., - April 2006 to Feb 2008

Designation: Executive –HR

Shared Services HR

- Maintaining the Employee database active for reports and other Management requirements
- The Employment and Personal details for new recruits are updated on time and cross verified with Employee file
- The pending documents (photocopy of mark sheets, Degree Certificates, Experience Letter) are collected and updated accordingly
- Handling the database for global regions (Americas, Philippines, Australia..) and headcount report are prepared and sent to regional heads

Payroll Process

- The payroll starts with attendance capturing for the payroll period and the days for which attendance not available will be received from authorised sources.
- CTC report is cross verified with appraisal data for zero defect payroll.
- The payroll is processed in PeopleSoft and the final data is cross verified once again before final run
- The Final Salary data is evaluated for holding the payment for Absconded employees and the Salary is released for approved list

Employee Relations

- Maintain sustained contact with the personnel at all level including key influencers for maintenance of peaceful work environment
- Taking care of attrition related queries and addressing the respective team
- Conducting regular open forums for employees like skip level meetings/ town halls/ one-one sessions to get regular feedback about the Company and individual performance
- Conducting regular policy awareness sessions and spot quiz and surprise with Gifts and cards

PeopleSoft (Version 8.8 HR Module)

- Developing new templates of MIS reports.
- The pilot report will be tested in the testing instance and will be thoroughly screened for accuracy
- Generating Head count for live employees during payroll for regular payout
- Employees resigned during payroll calendar will be tracked and their salary will be kept on hold and processed through final settlement

Personal

I have a passion to take sessions for Students to develop their Inter personal skills and to make them a qualified Candidate for their fruitful future

- Conducted development training session for final year students on “**How to Develop Interpersonal Skills**” in Satyabama University
- Guest lecture on “**How to Sell Yourself**” for final year and pre-final students of D.B Jain College, organized by Rotract Club Ambattur

References can be provided upon request

Thanks & Regards

Moni Shankar N