

Sujata Kalra

Talent Management, Human Resource, HR operations, HR Generalist, Payroll, Compliance, Employee Grievance, Performance Management, Employee Relation, Training and Development

Delhi, Delhi

sujata439_zdu@indeedemail.com

8512068092

Communication Skills, Analytical ability, Cultural adaptability, High Emotional quotient

- Best Employee and Best Performer of the year awards. Also hired a resource for 45 Lacs compensation to the client (Goldman Sachs)

- Successful track record of achieving recruitment and HR process targets.
- Trained, Mentored and managed 20 recruiters.

Willing to relocate to: Delhi - Gurgaon - Noida

Work Experience

HR

Blue Sapphire HR Solutions - Delhi, Delhi

July 2017 to Present

HR

HR Manager

ARK Info, Solutions

September 2016 to June 2017

- Monitor and apply HR recruiting best practices
- Talent management and succession planning for all job roles across the organization.
- Lead a team of recruiters, associates and interns across locations and other task based teams
- Process owner for new joiner induction and creating awareness on company's HR policies and processes.
- Ensure talent engagement & development activities through Performance Management, Reward Management, Career Development, and Culture Building.
- Payroll Management on SAP-HR ensuring payroll preparation and relevant database provision
- Dealing with all statutory requirement - Bonus, PF, ESI, Gratuity, full and final settlement
- Develop a strategic and effective training manual for training sessions for executives
- Ensure employee issues are taken note of and resolutions in adherence with the organizational values
- Competitor analysis about the resources, skill pool and compensation details and using the details in recruitment, controlling attrition and compensation review processes.
- Operations management involving employee grievance support, deputation, separation, statutory, insurance and all employment engagement activities.

- Providing consultation and guidance to senior management and organizational partners in the interpretation of human resource management policies, procedures, programs and application of related government laws and regulations and employee relations issues.

Soft Skill Trainer, Octoberr

Think INC - Delhi, Delhi

2013 to September 2016

Delhi

- Identifying Training and Development needs through regular consultation with concerned department
- Training need analysis, Team management, Time management, learning and Development, Training Evaluation.
- Designing and conducting training program on soft skills like communication, time management, personality and grooming etc.
- Monitoring and reviewing the progress of trainees through various tests / assessment tools and feedback analysis
- Conduct proper evaluation sessions and point out the areas that require improvement • Training Planning, Coordination and analysis, Training facility management

Sr. Manager

Training and HR - Delhi, Delhi

June 2010 to September 2013

Think INC., Delhi

- Generate recruitment MIS and cost-benefit reports - Measure conversion rates, including numbers of passive candidates who turn into applicants, get invited to interviews, get offers and get hired. Provide analytical and well documented recruiting reports to the rest of the team
- Handle independently recruiting and pre-screening of associates for various service lines.
- Plan interview and selection procedures, including screening calls, assessments and in-person interviews. Assess candidate information, including resumes and contact details
- Cooperate with managers for various training needs determination with scheduled sessions
- Worked for clients providing Training.
- Learning Management for the company by periodic gap analysis, training needs identification, evaluating trainers, associating with training partners and monitoring the ROI.
- Designing and Delivering Training programs, generating new leads for training programs,
- Training evaluation and Delivering training modules and programs based on clients need.

HR Manager

Trident Information Systems - Delhi, Delhi

October 2005 to September 2008

Delhi

- Talent Management and post offer negotiation process within pay bands till closure, and managing candidate throughout the process ensuring an outstanding candidate experience
- Talent Scout, Conducting induction, orientation and other joining formalities.
- Processing Payroll, taking care of leave and attendance, final salary preparation
- Handling employee grievances
- Determine selection and sourcing criteria and accordingly plan the recruitment process
- Coordinate with hiring managers/directors to determine position requirements and staffing needs •

Ensure an

HR round with new employee for their familiarity with the company rules and regulations.

• Managing internal HR communication within the organization and taking initiatives to make the organization a great

place to work

• Maintain internal candidate databases and communicate with past applicants regarding new job opportunities •

Manage referrals programs - from current employees and external networks • Tracking movement of candidates of specific skill sets across various industries.

• Built a campus recruitment strategy. Organize and attend job fairs and recruitment events and campus

engagements Develop relationships with various colleges and institutions for taking interviews. •

Foster long-term

relationships with past applicants and potential candidates

HR Executive

Trident Information Systems - Noida, Uttar Pradesh

September 2004 to October 2005

Noida

- Responsible for all the recruitment activities of Interscape including resource planning, mobilization, evaluation and costing.
- US IT hiring on terms like W2, Corp to Corp, 1099
- Ability to interface with Account Manager & Fulfilment Managers.
- Strong Leadership ability and the ability to provide training for the new team members.
- Have strong sense of ability to resolve issues within the team and the client managers.
- Drafting, reviewing and updating human resource policies, formats and operating procedures for the organization, and their enforcement.
- Managed Applicant Tracking System and maintained database keeping it updated regularly.
- A proven track record of proactively identifying and recruiting passive candidates for hard-to-fill positions.

Achievements

- Setup the whole HR department from scratch for newly start-up venture and hired best resources before deadlines.
- Developed the Karamveer Scheme (Attendance Incentive Plan)
- Initiate training activities to enhance the work performance of the employees.

Education

MBA

AIMA

Skills / IT Skills

HR (5 years), SAP (Less than 1 year), ACCESS (Less than 1 year), EXCEL (Less than 1 year), MS EXCEL (Less than 1 year)

Additional Information

IT Skills

MS Excel, Word, PPT, SAP - HR, Programming, Oracle, VB, Coral Draw, Photoshop, Ms-Access