Sidharth Panwar   *email*: sidharth.panwar8@gmail.com   *Gurgaon;* +91-9643158345

HR Operations

⇒ Framing the Policies (Performance Improvement Plan, Reimbursement, Grievance, Employee Referral, Leave).
⇒ Driving the KRA program by holding workshops with MD & CEO to reinforce the culture of KRA setting and its review.
⇒ Heading HR Operations Payroll, compliance, onboarding, induction & employee exit management.
⇒ Heading Backend support for Transfer and Relocation, HRMS Data Management in Orange Solution updation.
⇒ Develop career development scheme, and define policy for performance (and potential) review.
⇒ Maintaining IJP, employee referral, job portals and consultants.
⇒ Drive performance management cycle as per quarterly & half yearly calendar.
⇒ Ensuring on time closures of appraisals, feedback sessions, increments, bonus, rewards and recognitions, variable increments and deferred income plans.
⇒ Managing a team of HR reps and SPOCs and exercising good people management practices, particularly with regards to performance management and career development.
⇒ Partner with business on workforce planning, succession planning, skills assessment and provide input on team structures, talent classification and career progressions.
⇒ Execution of talent development programs. BU-specific technical trainings, job rotation within BU.

HR Analyst, Rio Tinto (Sep 15 – Oct 16)

HR Operations & Talent Acquisition (Global)

⇒ Integral part of Automated **HR Transformation(Cornerstone)**
⇒ Creating Job Briefs as per Hiring Leader Expectations for advertising & posting.
⇒ Interviews, **Salary negotiation, Offers & background checks** for the successful candidates.
⇒ **Pipeline creation** with Hiring Leaders & HRBP keeping future business requirement into account.
⇒ Worked with Business HR and other interfacing teams to re-design processes to enhance operational excellence, prepare quarterly training calendar and implement it accordingly.
⇒ Served as a Single point of Contact for Hiring Leaders on daily basis for designing & implementing HR solutions in line with regional and global business requirements
⇒ Provide support to HR leadership team on policies and procedures. Working closely with HR shared services team and other strategic departments.
⇒ Plan and manage both annual and mid-year processes which focus on performance management and talent development.
⇒ Managing the people aspects of any restructures within the organization, including redeployment & redundancy are completed within timescales and budgets.
⇒ Managing Global Data Integrity Audits by performing necessary corrections in Cornerstone.
⇒ Fostered a teamwork/open-door environment conducive to positive dialogue across the organization via various methods like buddy interactions, Interact feedback and other Feedback Surveys.
⇒ Daily reconciliation with **Background checks & Relocation Consultants**.
⇒ Circulating weekly, fortnightly, monthly **HR Dashboards** to various stakeholders within different business units. Developing methods for compiling and analysing data for reports and special projects.
⇒ Paperless Onboarding for ANZ region. New hires data circulation to **Payroll, IT, SAP** teams.
⇒ Effective **Inter-Intra organisation conversions** with focus on cost & quality of hire.

HR Executive, Bharti Airtel Ltd (Nov 13 - Jun 15)

HR Operations

⇒ Ensuring smooth **pre-onboarding, onboarding & induction** for the new joiners.
⇒ Managing complete documentation in terms of **Payroll, IT, Admin** requirements.
⇒ Framing the Policies (Performance Improvement Plan, Reimbursement, Employee Referral, Leave)
⇒ Ensuring on time closures of appraisals, feedback sessions, increments, SIP, rewards and recognitions, variable increments and deferred income plans (PMS).
⇒ Preparing monthly, fortnightly PAN India MIS of employees (19000 employee data) by coordinating with different circle HR SPOCS.
⇒ Managing Employee Life Cycle in Oracle, Taleo, PeopleSoft for **Africa & India** region.
⇒ Aided setting up of the latest version of ERP tool (PeopleSoft 9.1) - testing and sharing feedback with the Oracle team on improvements and highlighting defects.
⇒ Updating records of existing employees, New Joiners Resigns, Inter-Intra transfer cases.
⇒ Maintaining employee data from hire to separation of the employee on ERP (Hire, Leaves, Promotion, Payroll, and Termination).
⇒ HR Operations & MIS - Records Updation, Circulating reports on daily, weekly and Monthly basis.

Talent Acquisition

⇒ End-to- end complete life cycle of recruitment process- job description, sourcing, screening, interviews and salary negotiation till joining formalities.
⇒ Driving walk-in interview to build pipeline for B2B & B2C operations across various business and location.
⇒ Business partnering for manpower planning.
⇒ Managing a recruiter database on daily/weekly/monthly through references/database//Job portals.

Background Verification Check

⇒ Initiating Background check for every employee joining Bharti Airtel on all over India basis for successful verification of each employee.
⇒ BVC - Stakeholder & Vendor Management, Employee engagement & Grievances, Publishing BVC pendency Dashboards weekly/Monthly, MBC, Invoice validation, Timely pay-outs to Vendors, Works with SCM and Finance on provisions, e-NFA, Purchase Orders, Purchase Requests etc.
⇒ End to end **Consultant reconciliation.**

Previous Employment:
Joined Officer's Training Academy (Indian Army)

Major Accomplishments:

⇒ Participated in **NCC's Sky Diving Camp** in graduation.

⇒ **Captain** of **School**, **College, University Basketball Team** in graduation.

EDUCATIONAL QUALIFCIATIONS

Pursuing PGDM from IMT distance learning 2014-2016

• July 2009—July 2013	— B.B.A (Marketing) from Manav Bharti University	69%
• May 2006	— Intermediate (CBSE Board)	64%

PERSONAL DETAILS

Date of Birth   : August 16, 1989

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