

### SYNOPSIS

Seasoned HR professional with over 11 years of experience in Multiple Capacities spanning diverse Industries & Domains. Managed complete Gamut of HR and having hands on experience playing in multiple role (Recruitment, Generalist HR, Talent Management, Strategic HR Intervention in execution & implementation of activities at various levels.

### CORE COMPETENCIES

Strategic HR Management, HRBP, Capabilities & Organizational Development, Formulation of HR Policies & SOP Formulation & Implementation, Competency Mapping and Development, HRMS Software Exposure: BPM Model, ERP, KEKA & Talent Recruit, Talent Acquisition and Management, Compensation & Benefit Administration, Learning & Development, Succession & Career Planning, Behavioral Competency, Performance Management, Employee engagement & welfare activities, Employee Grievances, KRAs & KPIs Formulation, Statutory Compliances, Timesheet Management/Resource Utilization & Stakeholder Management

### KEY ACCOMPLISHMENT

- ✚ Established Human Resource management set up from Scratch in New Business Set ups/Startups. Managed Business Challenges with respective stakeholders. Attracted and retained talent while achieving business Objectives. Expertise in driving Employee engagement and Talent management.
- ✚ Managed Strategic & HR Operations - Introduced/ Revamped HR Policies. Drove Center of Excellence in HR. Spearheaded Performance driven strategy and aligned business Objectives to Performance metrics. Designed & implemented Change Mgmt. initiatives attributing to increased ESAT and Employee Engagement.
- ✚ Introduction of Psychometrics test during interview helped in finalizing right candidates.
- ✚ Introduced Behavioral Interview Technique in the Organization that leveraged the hiring process and reduced the hiring errors by 33%
- ✚ Maintained low attrition rate 4% in consecutive(H1&H2) 6 moths improvising Induction& Orientation Process, interacting with employees, OD intervention and Exit interview.
- ✚ Ownership for End-to-end Interface Development & implementation for ERP Software (HR Module), Complete KEKA HRMS implementation
- ✚ Developed various HR MIS like Cost Per Hiring, Recruitment Time, Recruitment Costing, Recruitment Matrix, Attrition Analysis, Exit Interview Analysis, Manpower Head Count, Budget Vs Actual Manpower costing etc.

### PROFESSIONAL EXPERIENCE

**Echelon Edge Pvt Ltd****DGM – HR****Sep'13 - till date****Industry:** IT, Telecommunication, EPC, Aviation, Parking & Security**Managing Team Size-**7 members**Role & Key Responsibilities:**

#### ❖ Strategic HR

- Develop and implement HR strategy/policies in line with the business goal of the Organization
- Working closely with Stakeholders in driving change management initiatives Introduce best practices to make the company best place to work
- Responsible for Human Inventory, their development, career and succession planning, mobilization and building of teams for various projects/depts. setting of task force
- Implemented, designed and developed 360-degree feedback system, competency mapping for each level, Skill Matrix required for each category of job, compensation and benefit strategy, Rewards and Recognition policies

#### ❖ OD Initiatives

- Conceptualize and drive OD initiatives across the organization, including but not restricted to Succession/Career progression/HIPOs identification/Leadership Development.
- Establish a framework for evaluating employee potential to ensure fairness in the HIPOs identification process
- Define Career Policy and Career Paths in terms of responsibilities and skills/competencies/critical behavioral attributes
- Played the role of change manager in each of the stint in the area of organizational transformation, revenue enhancement, profitability and culture building

#### ❖ Talent Acquisition & Management

- Identify the manpower requirement in line with the business requirement, design organization structure with roles and responsibilities, identify available talent pool, promote for best fit-approach within organization for vacant position

- Lead Talent Management process and work closely with heads of functions to design & implement career paths & Individual Development plans (IDP) for developing & retaining critical talent in the organization

❖ **Performance Management System & Variable Pay-outs**

- Entire PMS cycle to be done through successfully completed implementation & execution of quarterly PMS evaluation
- Timely and accurate calculation of Performance Variable and timely disbursement.
- Supervising Issuing promotion and increment letter with the revised CTC computation

❖ **Learning & Development**

- Planned, designed and implemented competency mapping and evaluation process in the organization which helped in analyzing Required v/s Actual Competency for a particular job role.
- Review processes and tools (Training needs analysis, Training Calendars) to improve the competency and effectiveness of all employees
- Preparation of skill matrix based on competency framework and job description for employees based on the role.

❖ **Compensation & Benefit Administration:**

- Managing payroll compensation, attendance and monitoring leave record of all employees across all three entities
- Handling Statutory compliance in coordination with the consultant (PF/ESIC/LWF etc.)
- Preparing department wise costing based on Primary & Secondary assigned Cost center

❖ **Employee engagement & welfare activities**

- Build a high level of employee engagement and satisfaction through various Surveys & Actions
- Drive collection of feedback from all functions to gauge levels of internal customer satisfaction with the department and draw action plans, as necessary
- Address employee relations issues, such as harassment allegations, work complaints, or other employee concerns

**Ferns N Petals Pvt. Ltd.**

**Assistant Manager**

**May'11 - Aug'13**

**Industry:** E-commerce, Retail & Franchising and Weddings & Event Management

**Team Size:** 3

**Role & Key Responsibilities:**

- Generalist Profile into Sourcing and Hiring through various job boards, HRIS data compilation, Training Coordination, Events and Employee Engagement Activities coordination.
- Complete Payroll management
- Monitor Attrition Rate & take corrective actions
- HR Policies formulation and SOP documentation.
- Campus Hiring of Retail & franchisee
- Initiated various team activities, fun events to develop Team spirit & togetherness
- To provide guidelines & implement recruitment and selection process along with necessary documentations to Management & Line Manager

**Lib Cap InfoTech Pvt. Ltd.**

**Sr. Executive-HR**

**April'10 - May'11**

**Industry:** IT & NON-IT

**Role & Key Responsibilities:**

- End to end recruitment – Sourcing -- Portals, Job Postings/Adds, Linked in, Networking & references, Telephonic assessment and HR screening

**EDUCATIONAL QUALIFICATION**

- MBA - HR from Ansal Institute of Technology, Gurgaon 2007-2009

**PROFESSIONAL DEVELOPMENT PROGRAMS**

- Certified Organizational Development Intervention from Middle Earth HR
- Certified Learning & Development Manager from Middle Earth HR
- Compensation & Benefit Certified from Middle Earth HR

**PERSONAL PARTICULARS**

Date of Birth: 02 Nov 1986

Marital Status: Married