

**Darshan Rajendra Sonar**

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**Professional Synopsis:**

- ✓ Overall **14+years** of experience in the field of Talent Acquisition (Leadership Hiring | Volume Hiring | Campus Hiring), Manpower Planning, Resource Management, HR Branding, Employee Engagement, Performance appraisal & Training etc.
- ✓ A strategic planner with entrepreneurship skills to manage and develop business and client relationships.
- ✓ Year-on-Year success in achieving hiring targets under the most pressuring and competitive environment
- ✓ Managed End to End Recruitment for all level across all verticals/functions of Banking and Finance Industry.
- ✓ HR Business Partner for approx **2000+** Employees and responsible for managing the entire life cycle of the employee right from recruitment till exit.
- ✓ Experience of managing Contractual Employees (Staffing Team) in Previous assignment.

**EMPLOYMENT HISTORY**

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**Bajaj Finance Ltd – Pune**

**(Nov 2016 – till date)**

**Growth Path:**

Senior Manager – TA (Nov 2016 to Mar 2019)

Senior Lead – TA (Mar 2019 to Apr 2020)

**Senior Lead – HRBP - May 2020 till date**

**Role & Responsibilities: -**

**HR Business Partner: -**

- ✓ SPOC for Credit Operations Department (Approx. 2000 Employees)
- ✓ Managing entire life cycle of the employees.
- ✓ Managing Attrition and Retention goals for the function through EWS activities.
- ✓ Working on different ZBB projects to improve process efficiency and tracking through digitalisations.
- ✓ Consult and advice employees and managers on employment matters such as disciplinary, grievances, performance improvement processes, complaints and handling all related cases.
- ✓ Provides information and guidance on HR programs, processes and policies to employees and managers
- ✓ Partnering 1 on 1 with business leaders for performance management and succession planning for their respective teams and designing employee development needs.
- ✓ Conducting monthly 1 on 1 connects and focused group discussions with diverse groups of employees
- ✓ Creating dashboards and reports through Data analytics for the functions for visibility on HC overview, attrition and demography trends
- ✓ Created, Implemented and regularly conducted Digital Townhall with the vertical heads.

**Senior Lead – TA: -**

- ✓ Managed Talent Acquisition across all verticals and across all levels.
- ✓ Planning & Executing End-to-End Recruitment for the assigned verticals with the team.
- ✓ Leadership Hiring | Executing the Campus Hiring plan for Sales & Credit

- ✓ Planning and Executing Recruitment drives for Sales, Collections and Credit & Operations
- ✓ Branding & Communication for Job Boards, LinkedIn & with local agencies
- ✓ Creating Hiring policies and improvement of processes
- ✓ Partnering with Businesses on their AOP and Forecast
- ✓ Business Engagement and resourcing with all partners and vendors.
- ✓ Compensation mapping and Market Mapping
- ✓ Data Management, Reporting and publishing of Dashboard.
- ✓ Partnering with HR Business Partners for control of attrition & other employee engagement programs

#### **Achievements:**

- ✓ Received **Superheroes Award** from President - Credit Operations in Feb 2020 for Planning, Executing and Delivering hiring for Credit & Operations vertical within TAT.
- ✓ Received **Champion Award** from CHRO in Mar 2019 for Consistently achieving & delivering hiring numbers for critical verticals like Rural Sales, Collections and Credit Operations.
- ✓ Other Recognitions like – Business Enabler Award (Feb 20), Three Cheers Award (Sep 19), Business Rulers (Mar 19)

#### **HDB Financial Services – (A group Company of HDFC Bank), Mumbai (Aug 2013 – Nov 2016)**

##### **Growth Path:**

Resource Manager - Aug 2013 till May 2015 based at Pune – Handling ROM

**Lead TA (Corporate HR Manager)** - May 2015 till Nov 2016 based at Corporate Office (Mumbai)

##### **Role & Responsibilities:**

- ✓ Manage the entire TA activities based at Corporate Office, Mumbai.
- ✓ Manpower planning and budgeting with business and functional heads.
- ✓ Leadership Hiring | Hiring of Regional Key Positions | Campus Connect Program - 2016 Batch - Pan India.
- ✓ Initiated and Managed the Branding activities through Careers Page, Social Media- (LinkedIn) and Alumni Connect Program.
- ✓ Developed and designed Referral tool for Internal Employees.
- ✓ Maintain Weekly / Fortnightly GAP analysis (Recruitment) of the region.
- ✓ TAT analysis for Talent Acquisition.

#### **Achievements:**

- ✓ Got Appreciation from Senior Management team for Revamping the Careers Page and increasing the visibility of the organisation on LinkedIn.
- ✓ Got Appreciated by Regional and Zonal Team for arranging Branding Activities – (Branding Quiz) across 3 Regions prior to Campus Hiring.
- ✓ Got appreciation at from all levels for conducting Cluster Level Employee Engagement Activity and CSR.

#### **MAHINDRA & MAHINDRA FINANCIAL SERVICES LIMITED, Nasik - (Nov 2011 – July 2013)**

##### **As Deputy Manager - HR**

**Key Responsibilities:** Managing end to end HR activities for 20 branches of Nasik and Aurangabad Regions (ROM) which includes Talent Acquisition, Manpower Planning, Performance Management, Employee Engagement, Employee Welfare, and CSR.

**Role & Responsibilities: -**

- ✓ Manage end-to-end recruitment process across all levels and functions.
- ✓ Manpower Planning and Forecasting, Sourcing, Screening, Planning and execution of logistics, Conducting Interviews, Background Checks, Compensation Negotiation and Timely Closure of Manpower Targets.
- ✓ Campus Recruitments in various B-Schools.
- ✓ Ensuring timely execution and completion of Performance Appraisal in the region as per the guidelines and process set by the Corporate HR.
- ✓ Coordinating with other regional heads for discussing and finalising appraisals for field staff.
- ✓ Organizing various employee welfare initiatives like Fun Friday, Birthday Celebrations, Annual Picnics, Family day, celebration of various festivals etc.
- ✓ Managing Reward and Recognition programs like “Pratistha” (performance-based recognition) and “Dhruvtara” (effort-based recognition) in all the branches of the region.
- ✓ Conduct exit interviews, analyze attrition data and develop plans to reduce attrition
- ✓ Organized Blood donation drives, tree plantation drives, and visit to orphanages across the state.
- ✓ Encourage employees to contribute to the “Nanhi Kali foundation – Education for girl child”
- ✓ Organized Ambulance Donation and School Bus donation to various foundations.

**Previously worked with Bajaj Finserv Lending (Bajaj Auto Finance Ltd) From Aug 06 to Nov 2011.**

**Growth Path:**

Joined BAFL as Trainee in Aug 06 and was absorbed as an Officer in Aug 07.

Senior Executive – Recruitment (Since April 08 to April 2010)

Associate Manager – Talent Acquisition (since Apr 10 to Nov 11)

**Chief Tasks Managed**

- ✓ Handling Pan India recruitment of manpower across all levels for all verticals like Marketing, Collections, Infrastructure Finance and support functions like FCU, Finance, Credit, Operations, Branch Admin etc value adds to this process by ensuring placement of right people at the right place at the right time.
- ✓ Responsible for End to End Recruitment Process. From JD Preparation to Screening, Short listing the candidates through job portals, consultants and employee references.
- ✓ Managing Contractual employees (1200 nos.).
- ✓ Managing the legal compliance for contractual employees.
- ✓ Employee Engagement SPOC for Collection (NPL) and FCU and other support vertical.
- ✓ Managing and coordinating confirmations and performance review of the employees.
- ✓ Facilitate and coordinate for employees training programme.
- ✓ Manage and Calculate appropriate staff Incentive and Reward schemes for staff motivation and growth
- ✓ Coordinate midyear and yearly appraisal process.
- ✓ Handle employee grievances.
- ✓ Conduct exit procedures of employees.

**Achievements:**

- ✓ Awarded cash of Rs. 20k and appreciation letter from CEO for providing excellent support in recruitment during the festive season (Oct - Nov 10).
- ✓ Received appreciation letter from CEO for timely and cost-effective hiring for functions like LAS and CE.
- ✓ Appreciated for consistently achieving the set targets for recruitments.
- ✓ Got appreciation mails for successful launching of Referral and IJP policies.

**Educational Qualification: -**

- MBA (Human Resource) passed with First class (65.72%) from Institute of Business Management and Research, Pune in June 2006.
- B.C.S. Bachelor of Computer Science passed with second class (53.50%) from University of Pune in June 2004.

**Extra curriculum Activities:-**

- Represented Nasik **District** in **Cricket** for under-19 team.
- Represented Nasik District in **Volley Ball** in under-14 at **State level**.

**Personal Information:-**

<b>Permanent Address</b>	<b>:</b>	<b>Flat No 6, Shirish Appt, Near Shivshrushti Garden, Old Sanghvi, Pune - 411027.</b>
<b>Date of Birth</b>	<b>:</b>	<b>07-03-1980.</b>
<b>Marital Status</b>	<b>:</b>	<b>Married</b>
<b>Languages known</b>	<b>:</b>	<b>English, Hindi, and Marathi.</b>
<b>Hobbies</b>	<b>:</b>	<b>Playing Cricket &amp; Volleyball.</b>