

MONIKA SHOURIE

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DOB: October 13th Oct 1981

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Insightful, results-driven HR professional having 13 years of experience in planning, analyzing, implementing and managing HR solutions in support of business objectives

CORPORATE EXPOSURE

Currently working (Since April 2017) with Japan International Consultants for Transportation Company Ltd.(JIC) and associated as a Chief -HR on India's one of the biggest projects - Mumbai-Ahmedabad Bullet Train Project.

Handling end-to-end HR function in close association with Japanese counterparts.



E Bee Global Solutions Pvt. Ltd.

Head-HR (Since May -16)

E-bee™ is an end to end Omni-channel commerce platform. We empower small, medium and large enterprises to connect and engage with their entire business eco-system [manufacturers, vendors/suppliers, dealers/distributors, retailers and end consumers] using a single online window that integrates with multiple touch points of commerce. Partners and suppliers become transparent, efficient and empowered, while end consumers enjoy a connected, personalized experience with the brand, consistent across all channels/touch points. E-bee™ has a modular plug and play approach, businesses can pick and choose functional modules that will co-exist with their current 3rd party business applications.

My Role at Ebee:

- Handling wing-to-wing HR management and organizational development, strategic HR processes, leadership development and employee engagement.

- Involved in end-to-end developing and deployment of strategic HR processes and teams to implement tactical execution from:

- Hire To Retire (H2R).
- Source to Settle (S2S)
- Record to Report (R2R) – Automation and Talent Analytics

HR Consultant- Oct 14- April 16:

Worked as a freelance HR consultant wherein I had working with few companies to set up HR processes:

1. **WeInd Provider Solutions-** US Healthcare Domain. Managed their end-to-end HR function.
2. **Sai Webtel-** Web Designing and Digital Marketing Company. Worked as an HR consultant, thus helping to build HR process from the scratch, including hiring as well.
3. **Red Fort Capital-** Private Equity Fund. Helped them majorly in hiring.



Sidel India Pvt. Ltd. (Part of Tetra Laval Group)

Sr. Manager- Human Resource (August 2013- September 14)

Directly reporting to Sidel India Managing Director and Zone HR Director

Sidel is world's 2nd largest bottling machine manufacturing company. Headquartered in Switzerland, Sidel has 3400 employees across the globe. As a part of Tetra Laval group, Sidel represents very strong cultural values and corporate governance framework.

Key responsibilities:

- Independently handled 2 sites in India- Pune -Plant and Gurgaon-Corporate Office (Total employees: 250)
- **Established HR department from the base in Sidel India offices.**
- As a member of Sidel India Management Team, my role was to constantly interact and work with leaders to formulate and implement people development strategies in alignment with business objectives.
- Head Count Planning and forecasting; post discussions with the business leaders. Work closely with the leaders to meet recruitment needs in line with the business plan.
- Partner with strategic sourcing team to identify and apply best ways to find qualified candidates in predetermined sourcing channels, how to convert passive candidates, enhance network opportunities and to identify, develop and test ways to improve recruiting effectiveness, i.e. technology, assessment tools and processes.
- Plotting Manpower Plans for the factory & corporate in consultation with Sales & Service Line Head
- Managing End-to-End Talent Acquisition process
- Manage MIS and share the key metrics with the leadership team on weekly basis for effective decision making
- Support Zone communication team to make sure employees in India/Zone receive timely information. .
- Working in close co-ordination with the global mobility team for expat relocation.
- **Introduced employee policy handbook, recruitment process, new salary structure, web based payroll & leave management system; in the span of 9 months with the company.**
- Drove Annual Compensation Reviews, Compensation Benchmarking Survey, Cost implications & recommendations to align internal pay structure to market pay scale, Conducting extensive internal benchmarking exercises for internal parity.
- **Organizing employee engagement activities (Employee Engagement Surveys, fun@work Activities) to create a work environment that promotes team building and strengthens employee's engagement with the company.**
- To coach and provide a constructive feedback to people in order to retain them and resolve grievances.
- Introduced Performance Improvement Plan (PIP) concept to manage performance issues.
- Prepared the HR Budget, Training budget and got that approved by the global office.
- Introduced Structured Induction process for new joiners.
- Efficiently working on SAP HR and ERP module for employee database and payroll processing respectively.
- Dealt with various court cases at the labor court. Monitoring and making sure to that all legal compliances are met as per local labor law requirement.
- Independently completed Annual Performance Appraisal Cycle for 2014
- Participated in Mercer Salary Survey.
- Vendor Management: Manage contractual relationships with external service providers for hiring, payroll and leave management system, labor officers and insurance company.
- Lead the launch of Sidel India Academy where approvals were taken from central leadership team in terms of costing, training path and hiring. Sidel India Academy is the first ever initiative taken by Sidel (globally) to hire fresh college graduates each year and training them for one year to become field service engineers.



MD Synergy India Pvt. Ltd (A Software Product Company, headquartered in US)

Manager-People Strategy (January 2009 –July 2013)- **Single handedly started HR department from the scratch. Have seen all the 3 phases of the company- Establishment-Growth-Downsizing.**

Employee Strength Handled: 300

Key Responsibilities:

- **Formulated HR Policies and Process from On boarding to Exits:** Managed the entire gamut of HR functions right from the time an employee walks into the organization till the time a person leaves e.g. Re-designed On boarding program, Orientation Programme, Domestic & Overseas Travel Policy, Medclaim Policy, Voluntary and Involuntary Exit policy etc.
- **Recruitment:** Managing end-to-end talent acquisition process. Successfully managed the entire recruitment, thus meeting the deadlines.
- **Performance Management and Appraisal:** performance management redesigns and execution (includes performance assessment, promotions and career growth initiatives) for approx 160 people. Independently handled 4 appraisal cycles.

- **Career Framework and Competency Development:** Conceptualized and designed Competency framework. Closely worked with Domain Leads in defining roles, titles, competencies, job descriptions and career paths.
- **Change Agent and Organizational Development** – Successfully collaborated and acted as a coach to business leadership team to facilitate organization and culture change. Acted as a catalyst for building Organizational Effectiveness within the business.
- **Employee relations:** Partnered with the business on developing solutions on Core Staff (key people) levels of *retention, morale, connection, integration and motivation*. Effectively handling of employees' grievances on the floor & tracking them to closure
- **Employee Engagement Initiatives:** Facilitated roll out of People Morale Survey and helped prepare attrition analysis. Proactively took measures in resolving concerns that were highlighted in the survey. Taking skip level meetings with the teams and one-on-one meeting with the employees to identify the core areas of improvements. Introduced and designed company's first newsletter and company's intranet.
- **Manpower Planning:** Worked closely with the key VP's & Directors for manpower planning for the business unit and to anticipate staffing needs Interviewed individuals regularly to determine skills, abilities, knowledge, project experience, travel restrictions etc. Introduced employee referral programme and IJP's
- **Staffing Database Management:** Designed and implemented the HRMS and Recruitment Tracking process on Salesfrce.com platform. This ensured staffing database is as accurate and up-to-date as possible.
- **Statutory Compliance:** Handling the statutory compliance as per the Shop and Establishment Act. Participating in yearly compliance, dealing with labor officers and closing it successfully.



Orient Craft Limited. (Export house, Infrastructures and Retailing)

As Sr. Executive-HR (June 2007- January 2009)

Roles and Responsibilities: (Build HR department)

- Framing and implementing the HR policies after the discussion with all the functional heads.
- Analyzing all the existing levels and designations within the organization and putting them into to grades for proper compensation management thus defining the standard salary structure and reimbursements at each level within the organization.
- Preparing the JD's for all the positions after the discussions and coordination with the functional heads.
- Developing the performance management system for measuring the performance of individuals above the executive level, thus focusing on their areas of strength and weakness
- Identifying the training needs at the each Level, and formulating yearly training plan to meet those needs.
- Coordinating with the training institutes such as MDI, CII, AIIMA, IIM-L and IIM-A according to their annual training calendar.
- Developing the induction schedule for each level within the organization along with the formulation of induction manual.
- Formulating the organization structure for the entire organization after the inputs from each department thus showing the reporting relationship at each level and identifying the major hierarchal gaps, if any.
- Making the corporate presentation.
- Manpower planning at each level in all the departments and to ensure the timely recruitment of the same.
- Preparing the man / machine ratio on the per month basis.



IAP Company Limited (An Indo- Japanese Software Solution Co.)

Executive-HR (April 2005 to March 2007)- Joined as a fresher and progressed as an HR Generalist.

PROFESSIONAL QUALIFICATION

- Master's Degree in Business Administration, (MBA, 03-05), Gurukul Kangri University, Uttarakhand.**
Specialization : **Human Resource**
- Bachelors of Management and Information Technology (B.M.I.T, 99-03), H.N.B Garhwal University, Uttarakhand. .**