



# SIMRANJYOT KAUR MANN

Assistant Manager- HR, NLP Practitioner

## ABOUT

Almost 5 years of progressive experience in performing Human Resources functions in IT industry. My core profile includes working as an HR generalist with add on skills of Neuro Linguistic Programming. I am currently seeking a position as an HR generalist to use my experience for better growth and profitability of the organization. I believe in 'Practice makes a man perfect.'

## PERSONAL DETAILS

Date of Birth - July 25, 1989  
Father's Name - Mr. Mukand Singh Mann  
Marital Status - Single  
Permanent Residence - Ludhiana,  
Punjab

## CONTACT

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Noida

## EDUCATION

**MBA - HUMANRESOURCES**  
Amity University, Noida; 2012  
CGPA - 6.79

**B.Sc. BIOTECHNOLOGY, GNDU**  
Khalsa College, Amritsar; 2010  
Percentage - 75.11%

**XII (C.B.S.E.) - 82.4 %**  
**X (C.B.S.E.) - 90 % (Maths - 96%)**

## CERTIFICATION

Certified NLP (Neuro Linguistic  
Programming) Practitioner from ANLP,  
India

## AWARDS & ACHIEVEMENTS

- Numerous **Spot Bonus** awards for planning and executing successful employee engagement programs
- Received appreciation in the form of **Appreciation and Thank you** cards
- Implemented new Bio-metric system for attendance for better employee usage and easy analysis
- Created the **role metrics** to design the Job descriptions for all the levels across organization
- Prepared **Employee handbook** and Welcome Kit
- Started the **Employee Engagement** initiatives in current firm including events and Birthday celebrations
- Implemented **888 Induction Feedback** forms
- Won numerous awards in Declamation contests, poetical recitations, poster making, cultural competitions etc.

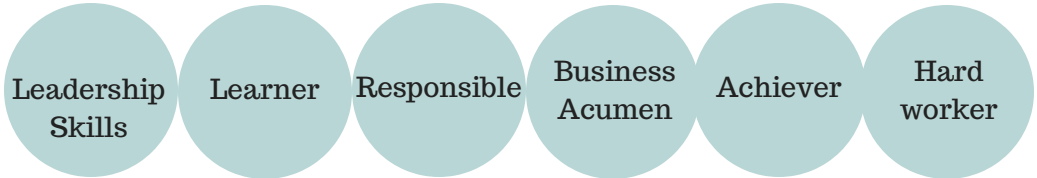
## HOBBIES

Adventure and Nature lover- Attended 7 days' military training camp at Manesar, Gurgaon, Did Bungy jumping in Apr 2016

## CORE COMPETENCIES

Employee Relations	★★★★★	Performance Appraisal Management	★★★★★
Induction & On-Boarding	★★★★★	Performance Analysis	★★★★★
Rewards & Recognition	★★★★★	Employee Separation Management	★★★★★
Employee Engagement	★★★★★	HR Analytics	★★★★★
Talent Acquisition	★★★★★	SAP Transactions (HCM Module)	★★★★★

## PERSONALITY



## EXPERIENCE

### ASSISTANT MANAGER -HR; AXTRUM SOLUTIONS | JAN 2016 - PRESENT

- **Employee Relations & Org. Cycle-** Handling employee life cycle in the organization right from Induction & On-boarding till Separation; Communication interventions, Grievance handling and Exit analysis
- **Employee Engagement-** Handling end to end Employee Satisfaction Surveys, events, campaigns etc.
- **Performance Appraisal Management-** Launched 360 Degree Appraisals from scratch for the very first time in the organization to record formal feedback of employees
- **Rewards & Recognition** - Revamping the Service Awards in the firm from certificates, salvers to deciding the gifts to be given
- **Talent Acquisition-** Helping in the recruitment of mid-level engineers, support staff as per the organizational needs
- **Attendance Management-** Using attendance data to prepare various reports along with **Probable Attrition Analysis**

### SENIOR EXECUTIVE - HR; HCL TECHNOLOGIES | FEB 2016 - DEC 2016

- **SAP Transactions-** Handling the updation of database in SAP via various transactions like PO13, PA30, PQ13, PA40 etc. for HCL AXON - US; Collating and analyzing reports/database via SAP
- **Geo - Joining Management System** - Preparing and analyzing various monthly reports as required by stakeholders in US
- **Exit Management System** ; Collating and analyzing Attrition reports
- Leave Management System, Employee Verification

### EXECUTIVE - HR; INTERRA INFOTECH | MAY 2012 - JAN 2015

- **Employee Relations-** Driving & Ensuring communication interventions, HR campaigns, events & grievances along with **collating and analyzing** feedback on organizational climate through various employee interactions
- **Induction and On-boarding-** Responsible for managing On-boarding & Induction for all level of joiners; collating and analyzing feedback via self-initiated 888 feedback forms and one-to-one discussions
- **Performance Appraisal Management-** Worked on aligning individual objectives to organization by executing effective goal setting activity.
- **Rewards & Recognition-** Driving the process of annual performance awards, On-the- Spot, Service Awards, Appreciation, Thank you, Sorry cards
- **Employee Engagement & CSR-** Conducting various HR events for same; Initiating and analyzing Employee satisfaction surveys
- **Employee Separation Management-** Suggesting the effective measures for retaining the employees via Early Warning Indicators, Exit Probability Analysis
- **HR Analytics-** Retention & Exit Analysis, Employee Satisfaction Surveys and Employee Reach Out Report