## RIYA MALIK

**E Mail** – [riya.saha2412@gmail.com](mailto:riya.saha2412@gmail.com)

**Mobile** – +91-9945336560  **Availability** – Immediate

**Location** – Gurugram , India **Reason for Gap** – Spouse relocation to UK

SYNOPSIS

HR professional with 9+years of experience in Human Resource Management, Talent Management, Retention Management, Performance Management and People Engagement .Exposure in managing the complete gamut of task involved in recruitment including sourcing, screening, Shortlisting , scheduling and releaseing offers.

ACADEMIC CREDENTIALS

Master of Business Administration (Human Resource) - T John Institute of Management, Bangalore, India.

Bachelor of Commerce – Bishops Cottons Women’s Christian College, Bangalore , India.

CAREER CONTOUR

**Last Company: Accenture Solutions Pvt Ltd. (March 2010 – July 2019)**

***Position 1:***

**Senior People Advisor (May 2015 – July 2019)**

**Accountabilities**

* **Stakeholder Management**
* Providing guidance to Senior Leadership from business on HR related policies and processes.
* Coaching line managers on various HR processes to enable them to manage their teams effectively.
* Managing and resolving employee relations issues.
* Working closely with Leadership and employees to improve work culture and environment, build employee morale to increase productivity and retention through different channels.
* Handling employee grievances and sorting out the issues to closures.
* Coordinate internal transfers to enable employee’s career goals to be in sync with business needs.
* Provide insights to business leadership on attrition in order to enable retention through various modes.
* **Performance Management**
* Anchor, guide and manage performance assessment and performance improvement processes for business while ensuring adherence to guidelines for multiple assigned portfolios.
* Review performance feedback for individuals continuously in order to anticipate potential improvement plan for individuals.
* Coordinate with supervisors to enable the implementation of performance improvement plans.
* Guiding and managing Rewards exercise for assigned business as per the set guidelines.
* Ensure any changes to the routine performance management process are introduced and adapted by the business.
* Work collaboratively with Senior managers, MDs and HR counterparts during the annual Year End compensation processes.
* Review the compensation decisions with Talent Leads based on guidelines to ensure appropriate decisions are made.
* **Employee Life Cycle Management**
* Conduct various connects/focus group discussions with employees to keep a close tab on pulse.
* Managing separations, including terminations and initiate exit interviews.
* Handling background check and confrontations
* Managing all leave of absence requests (maternity, paternity, adoption, career break, flexible working)
* Monitoring cases of non-compliance and policy and working in partnership with the HRBPs and ER Manager in dealing with complex ER cases.
* **Engagement**
  + Guide projects on various employee engagement initiatives and drive participation for the same
  + Create monthly newsletter for the Industry group to give the information on the different activities happening across locations
  + Handling new joiner orientation for new joiners Fresher’s and Laterals
  + Communicate company-wide initiatives to group supported and attend community events and promote networking opportunities
  + Coordinate and arrange location level leadership visits /meetings/awards and town halls

**Accreditation**

* Awarded below mentioned for performance excellence during the course of tenure
* Sparkling Stars award (HR award)
* Pinnacle Award (Business Award)
* Won Reward Points / gifts throughout the year for the contributions

***Position 2:***

**Recruitment Analyst (Mar 2010 - May 2015)**

**Accountabilities**

* Developing, executing and managing screening & sourcing strategies to create pipelines of talent & meet hiring targets
* Screening and short listing of CV’s through internal tools and scheduling Interviews.
* Sourcing quality resumes from different channels – Job Portals and reference checks.
* Accountable for also scheduling medical test for the potential candidate before their onboarding process.
* Making a detailed analysis on the requisition, understanding the constraints faced for sourcing resumes for that particular position and helps the client in modifying the requirement, if required.
* Developing and maintaining of database on the basis for immediate & future requirements.
* Accountable for formulation of Job Description
* Acted as SME for one of the Client tool and also delivered KT for different geographies
* Working knowledge of HRIS tools – ABACUS, Taleo, PeopleSoft, WQM(Work Queue Management)

**Accreditation**

* Awarded below mentioned for performance excellence during the course of tenure
* Received Numero Uno Twice
* Received Good Samaritan Twice.

**Previous Company: Acculogix Software Solution (Feb 2009 to Feb 2010)**

**Non IT Staffing Specialist (Feb 2009 to Feb 2010)**

* Studying the requirements from the client Interacting with the managers about the requirements in detail and gather various related information such as the location, duration, job content.
* Working alongside internal hiring partners on strategies , employing a particular focus on diversity (if needed)
* Sourcing quality resumes from different channels – Job Portals and reference checks.
* Screening and short listing of CV’s through internal tools and scheduling Interviews.
* Scheduling of interviews for internal recruitment and external resourcing.