

# NIHARIKA SINGH

## LEAD- HR SHARED SERVICES

### CONTACT



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Noida, UP

### SKILLS

Drive Culture Champion Program

Lead Change Management

HR Department Strategy

Transformation-Digitization

Prioritization & organization

HR Analytics

Knowledge of HR Practices

### EDUCATION

**MBA in Human Resources**

**Manipal University**

2005

**Bachelor of Science**

**CCS University Meerut**

2001

### PROFILE

Detail oriented and self-motivated professional with 17+ years of experience in the human resources field with extensive knowledge over large groups across industries. Committed to excellence, has a strong work ethic, and takes pride in her work.

Proven success in leveraging Corporate Theories by SAP implementation/integration, HR help desk ticket management, HR Operations, PMS(design /implementation), automation of HR processes, HRIS project, drive internship program(phela kadam), exposure of IR domain and many more.

An Uncompromising approach to ensure the expectations, improving operational processes & achieving company performance.

An Impassioned Leader who mentors with purpose and understands that strong working relationships create great teams & produce exceptional results.

### WORK EXPERIENCE

#### Senior Manager- HR Shared Services

CNH Industrial India

Jun 2011 – Jul 2023

- contract Management and Permanent & Temporary Employees Life cycle.
- handling complete employee life cycle & HR Core operations as HRSS lead.
- Payroll Management – Preparing Monthly payroll inputs for Salary disbursement.
- Managing Internal & External Audit as lead facilitator for India.
- Maintenance and enhancement of HR systems (SAP, Adrelin).
- Maintains the highest level of teamwork within HRSS.
- Maintain Employee data in ERP to ensure payroll and management reports.
- Act as first point of contact for providing solutions to internal customers
- Provide standard reports, handle ad-hoc report requests and provide HR analytics on demand.
- Recommend new approaches, policies and procedures to affect continual improvements in efficiency of department and services performed.

In the span of 6 years following are significant achievements:

- SAP/Adrenalin Application Implementation
- SAP Integration with local application,
- Automation /Digitalization
- New Entity Establishment in India
- New Company Setup
- Pan India Policy alignment,
- Capability Building & setting up of HRSS Team
- Successful execution and institutionalization of YCMAD (recognition scheme) along with R&R Implementation
- Reduction in FNF days
- Standardized Induction
- Joining & Onboarding process
- Superannuation process

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## LEAD- HR SHARED SERVICES

### EXPERTISE

- HR Shared Services setup
  - Expat Management
  - Global Center Setup
  - HR Transformation & Digitization
  - ERP enablement & Integration
  - Process Simplification
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- Online HR Process like confirmation, Separation, etc.
- Third party employee's management
- Digital File management
- MIS
- Cost management and consolidation of service providers for canteen, transportation etc.
- SPOC for I flex, Payroll, SIP/PLM.

### HR Executive

Kelly Services Consulting Pvt. Ltd

Dec 2005 – Jun 2011

- Project Implementation – HRIS
- Assisted C & B
- Payroll Inputs
- Annual Training plan, execution, feedback and MIS
- Head hunting
- complete employee life cycle from Joining formalities
- Recruitment coordination with and outside vendors

### HR Executive

JCB India Ltd

Sep 2004 – Sep 2005

- Recruitment Coordination
- Support in training & Development