

HR CONSULTING

Summary

7+ years of Experience as a HR Partner with experience in all the facets of the Human Resource Function. Extensive background in HR generalist affairs, including experience in Recruiting, On boarding, Performance Management, employee retention, staff development, mediation, conflict resolution, Benefits and compensation, HR records management, HR policies, Jobs and Competencies. Demonstrated success in negotiating win-win compromises, developing teambuilding programs, corporate policies. Experience in Recruitment: Full life cycle recruiting involving Resourcing, Sourcing, Interviewing, Placement and On boarding. CORE FUNCTIONAL STRENGTHS HR Generalist Responsibilities Benefits/Payroll Administration HR Policies & Procedures Performance Management Data analysis and Reporting Staff Retention Employee Relations HR Programs Recruitment/Hiring Employee Counseling Administration Conflict Resolution Orientation & On-Boarding SAP HR - Database access Training & Development Organizational Development Compensation and Benefits

Highlights

HRIS applications (SAP) Proficient with MS Office (Word, Excel, PowerPoint, Access, Outlook) Payroll Softwares for Payroll Processing

Experience

07/2009 to 01/2014

HR Consulting Company Name

07/2008 to 05/2009

HR Coordinator

05/2007 to 06/2008

HR Assistant Company Name

- I was able to reduce the employee attrition by 5% in my Business Unit with higher Employee connect and rolling out programs boosting the employee morale.
- Worked on developing the existing Employee Appraisal process to a comprehensive Performance Management process resulting in several reduced iterations for the HR Team.
- Helped the Senior Leadership team in defining a crisp Career Path - for both technical and Managerial positions.
- Devised a special program for the High Performers in the Organization leading to differentiated career trajectories retaining the top 5% of the Organization.
- Worked on optimization of the existing Reward and Recognition process.
- Developed internal job portal aimed at providing collaborative environment to facilitate Internal sourcing.
- Worked on 360 degree feedback process for the Managers.
- Handled 500+ Employees in a Business Unit as a Single Point of Contact for all HR activities Performance Management Conduct awareness sessions on Company's performance management philosophy, tool etc Annual Increments and Promotions - manage the end to end closure of Compensation increment and promotion cycles including the budget calculation and distribution.
- Handle Performance Improvement Plan for the bottom performers and handling other disciplinary processes such as warnings and termination.
- Manager Feedback/ Skip Level - administer skip level that provides feedback to the manager which acts a development tool for improvement Successive planning initiatives with 360 degree feedback.
- People Engagement Project Level Engagement Survey - administer the survey for various strategic accounts to understand the health of the account.
- This includes context setting with the employees, administrating the survey, feedback collation, analysis, and account specific action plan in collaboration with the managers All Minds Meet - Organize meets to connect the employees with the Top Level Leadership Monthly HR review with the delivery leadership team to review and educate them on various people aspects/concerns Rewards and Recognition - Recognize the right talent, approval of nominations and rewarding them.
- Fun activities - Fun teams formed at the account level and assist them to come up with the regular fun charter People Management Retention Management - to come up with proactive measures to retain the top talent Attrition Management - discussion with the resigned employees and exit management Relocations and Transfers - approval of onsite and offshore compensation fitments during relocation and offshore assimilation Operational Activities Prepare and maintain Human Resource Information system records/Employee files, various headcount related reports, MIS tracking, Joining reports, attrition tracking reports etc.
- Analyzing the data and projecting Trends to enable better business decisions.
- Handling Orientation and On boarding for new employees.
- Providing and processing payroll Inputs.
- Managing the Employee benefits such as Medical Insurance.
- Coordinating for Training and Development needs of the employees.
- Maintain compliance with federal and state regulations concerning employment.
- Work with corporate group in running Organization Development activities.
- Planning birthdays, employee group events.
- Handling the leave management systems and maintaining timesheets.
- Keeping the employee policies and procedures updated and educating employees on these through positive reinforcement.
- Recruitment: Working with hiring managers on Recruitment planning.
- Identified, engaged, and recruited qualified candidates by performing sourcing activities such as: market and Internet research, internet job board searches/postings, referral recruiting, social media networking, attending seminars, and local networking events.
- Conducted interviews to assess skill level, presented candidates for client review and final selection, drove offer process including reference checks, salary negotiations.
- Special Assignments: Designed and Managed the "Mentor Me" program to motivate the high performers in the Organization.
- Handled a team of 3 members and made it a highly successful program.

Education

2007

MBA : Human Resource Management KIMS University Karnataka University Human Resource Management

2005

Bachelors of Commerce BNDC University Karnataka University Willing to take up additional certifications such as PHR as required by the role.

Masters of Business Administration

Skills

benefits, budget, client, delivery, hiring, HRIS, Human Resource, HR, Insurance, Leadership, People Management, Managerial, Managing, market, Mentor, Access, Excel, MS Office, Outlook, PowerPoint, Word, MIS, negotiations, networking, Internet research, optimization, Organization Development, Payroll, Payroll Processing, Performance Management, philosophy, policies, processes, promotion, Recruitment, recruiting, SAP, seminars, strategic

Additional Information

- Team Spot Award for being the best team in driving Performance Management Team Lead Award for "Mentor Me Program"