

REGIONAL HR MANAGER

Summary

Holistic HR Professional with 5 years 7 months experience in Human Resources vertical in areas of recruitment, employee relations and performance management after completing 2 years of full time

Experience

Regional HR Manager Aug 2015 to Dec 2016

Company Name & City

- Looking for good HR opportunities in San Francisco Bay Area.
- VISA STATUS: "Work Permit-No Visa sponsorship Required" Skills Staffing and recruiting professional Microsoft Office Suite expert Interviewing expertise HRIS applications proficient On Boarding/Off-boarding Report Writing Employee relations New employee orientations Performance Management Accomplishments Recruited 250 employees in 4 months for launching new RIBG (Rural Inclusive Banking Group) vertical of ICICI Bank.
- Worked on "Female Workforce attrition at Mid Managerial level" and suggested ways to retain, which was incorporated in policies.
- Worked on streamlining recruitment and onboarding process at Indusind Bank by suggesting changes in "E-joining" portal.
- Assisted in successful completion of project "Applicant Experience at ICICI Bank" which focused on enhancing recruitment experience of applicants.
- Suggestions from the project were implemented.
- Worked as "Regional HR Manager" managing entire HR function for Andhra Pradesh/Telangana states for Assets & Liability vertical.
- Led team of two HR Executives.
- Role similar as HR Business Partner role since this required working closely with Business Leaders for arriving on recruitment gaps, resolving employee escalations, and PMS related issues etc.
- Handling end to end recruitment cycle right from sourcing (from job portals, through consultants and campus recruitment etc.), taking interviews, negotiating offers till on boarding.
- Ensuring every month all new joiners are included in payroll.
- Maintaining new joinee tracker, induction tracker, offered applicants tracker for same.
- Making monthly Recruitment Report (Power point presentation, MIS), Branch Visit report, Escalation report and taking monthly meetings with Regional heads.
- Making PowerPoint presentation for recruitment forecasting and attrition analysis on quarterly basis.
- Maintaining updated HRIS for the region and sending it to business heads on monthly basis.
- Handling all employee queries regarding leave request, transfers, performance appraisal.
- Closing Performance Management for the financial year, liaising with Regional Heads.
- Issuing PIP (Performance Improvement Plan), Termination letters etc.
- Preparing investigation reports for escalations within the region in discussion with Regional Heads.
- HR Presenter in RCU investigations along with Legal and Employee Relations Manager for cases of the region.
- Identifying training needs and sending employees for various training programs. Sending new joiners for induction program.
- Ensuring Goal Sheet adoption, half yearly feedback is done within deadline ensuring PMS is completed on time.

Employee Relationship Manager May 2013 to Jun 2015

Company Name & City, State

- Conducting regular branch visits for ground sensing.
- Making branch visit report and maintaining branch visit tracker.
- Handling employee queries regarding organization policies, transfer requests, salary and leaves etc.
- Maintaining and updating HRIS for the region. Taking Induction Session of new joiners.
- Handling employee grievances by analyzing case and preparing preliminary investigation report.
- Conducted Performance Appraisal for Rajasthan RBG group.
- Managing entire Performance Management cycle right from Goal Sheet Updation, conducting "Half yearly feedback", "360 degree feedback", "Normalization" till final rating updation on People Soft.
- Conducting "Talent Panels" for the region after ratings.
- Handled PMS escalations and conducted "Communication meetings" for employees.

Recruitment Manager May 2011 to Apr 2013

Company Name & City, State

- Handling Recruitment for entire Rajasthan RBG (Retail Banking Group) & RIBG (Rural Inclusive Banking Group) and GOG (Global Operations Group).
- Managing entire recruitment life cycle right from sourcing, interviewing and negotiating/releasing offers till on boarding.
- Ensuring all new joiners are included in Payroll.
- Making monthly Recruitment Report (both excel sheet and PPT) for monthly meetings with respective Business Heads and building strategies accordingly.
- Making annual "Attrition report" and "Recruitment Forecast Report" for entire zone.
- Using "Hirecraft" for interview management, candidate management and maintaining pool of applicants for future requirements.
- Center Head for various mass recruitment drives conducted by ICICI Bank i.e.
- NIIT Leadership Program, I Bank and PO Program etc.
- Campus Recruitment - Visited many campuses (MDI Gurgaon, IMT Ghaziabad, ICFAI Gurgaon IIM Kashipur etc.) for hiring MBA

freshers).

Intern Mar 2010 to Jun 2010

Company Name i¼ City , State

- Taking and understanding requirements from clients, sourcing applicants using "Mass Mailing, Job Posting, doing screening and lining them up for interviews with clients.
- Coordinated & followed-up with respective HR departments for salary negotiation, joining.

Education and Training

MBA , Human Resource 2011 ICFAI Business School i¼ City , State , India Human Resource

Bachelor of Science , Electrical Engineering 2009 Bharati Vidyapeeth College Of Engineering i¼ City , State , India Electrical Engineering

Interests

Completed Diploma and trained in vocal classical music for 3 years. Won 3rd prize in national level group song competition. Captain of volleyball team in school and presented school in various Inter school competitions. *Worked with SEEDS (an NGO) and Led 10 volunteers to organize health & literacy awareness camps. Awarded "Outstanding Contribution to Society" by SEEDS acknowledging my contributions.

Skills

Banking, Closing, clients, Employee Relations, financial, forecasting, hiring, HRIS, HR, Leadership, Legal, letters, Mailing, Managerial, Managing, MBA, meetings, excel, Microsoft Office Suite, PowerPoint, Power point, MIS, negotiating, negotiation, Payroll, People Soft, performance appraisal, Performance Management, Performance Management, policies, Presenter, Recruitment, recruiting, Report Writing, Retail, San, Staffing, training programs

Additional Information

- Interests *Completed Diploma and trained in vocal classical music for 3 years. Won 3rd prize in national level group song competition. Captain of volleyball team in school and presented school in various Inter school competitions. *Worked with SEEDS (an NGO) and Led 10 volunteers to organize health & literacy awareness camps. Awarded "Outstanding Contribution to Society" by SEEDS acknowledging my contributions.