



Certified HR Professional and MBA in Human Resources with 15+ years of journey spanning from Conceptualization & Implementation within People Behaviour & Culture to maximize Return on Human Capital. I offer a unique blend of experience across organizational work, recruitment, management and leadership skills.

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SANDEEP KATYAL - HR MANAGER AND BDM

Roles and Responsibilities

Recruitment & Selection| Talent Acquisition:

- Profitably driven full cycle of recruitment for all levels/position of Candidates (White Collar, Blue Collar, Technical and Non-Technical).
- Recruited several positions like GM, Directors, Managers, Medical doctors, Engineers, IT, paramedic Graduates, Supervisors, Drivers, Associates and workers etc.
- Manage the entire recruitment and selection process including Workforce planning, Recruiting, Screening, Interviewing, Selecting, Reference checking, Salary Negotiation, hiring, on Boarding & Induction/Orientation.
- Overhauled the Recruitment Policy and process to meet the business growth demands, whilst retaining quality and skills, reducing Recruitment costs.
- Ensuring that the on boarding process is carried out expertly and accurately in regards to legal requirements and following the ongoing performance management process to enable candidates to be successful and reach their full potential whilst reducing on boarding costs.
- Recruited to support open new company branch, guiding the startup and management of a full spectrum of HR, Admin and Payroll Operations, systems and programs.

Organizational Development:

- Design, progress & implement policies & procedures that align workforce with key business strategies and initiatives.
- Launched competency models & Saved money by reorganizing structure. Developed team-building exercises and workshops.
- Transforming Compensation & Benefits plans & Oversaw payroll
- Comprehensively managed internal communication projects like 360-degree Feedback results to 83% Job satisfaction
- Instrumental in resolving conflicts and empowering employees.
- Ensure all legal compliance for Labor-law(India/UAE & Qatar) throughout human resource management systems.

Digital HR Systems

- Project managed the implementation of the HRIS software and subsequent upgrades, competent in the use of various versions of the Software.
- Identified an opportunity to improve the HRIS technology, reduce costs and improve on boarding and the Colleague Experience. Negotiated on a new cloud based fully integrated product to the market for implementation giving a 50% annual saving on the same specification product from current provider.

Skills/Area of Expertise

Business Acumen	Change Management
Organisational Design	MIS Reports
Compensation & Benefits	Leadership
Training & Feedback	People Management
Employee Relations	Talent Management
Employee Lifecycle	Budgeting
Labor Law- India, UAE & Qatar	HR Policy Execution
Employee Engagement	Performance Management
HR Department Startup & Setup	Payroll Management

Education & Credentials



Certified HR Staffing Manager from Vskills - Certification by Govt. of India PSU. New Delhi, India(Registration No. 45993) in 2020.



MBA in Human Resource from IASE University, Gandhi Vidya Mandir (GVM), Churu, Rajasthan, India in 2010.



B.com from PGDAV College, Delhi University, Delhi, India in 1999.



CERTIFICATES

SHRM Certificates – Employee Engagement, Leadership and Strategic Impact, Compensation and Benefits Offered by LinkedIn Premium Services.

Compensation & Benefits:

- Research employee motives, execute appealing rewards and tailoring benefit programs based on staff needs.
- Track compensation and benefits benchmarking data, Lead market research. Instituted salary grids and Job mapping.
- Enhanced incentive structure with non-monetary rewards, increasing company-wide employee KPIs by 10 % Approx.
- Facilitate management for Annual salary review and bonus Programs.
- Administered & Process Monthly Employee Payroll, Overtime & accruals to finance Dept.

Performance management & Total Rewards:

- Develop the strategic vision, scope, priorities, processes, systems and tools of the performance management unit in line with organizations mission.
- Establish, track & Review Performance Management System, Define SLA, KRAs & KPIs.
- Oversee the implementation of key performance measures, core competencies and core values into performance appraisal system.
- Assist managers with employee's performance issues through Performance Improvement Plans & ensure positive engagement and constructive management practices resulting to employee satisfaction.

Training & Development:

- New employee orientation and on-boarding.
- Recommend, improve and execute external or in-house training programs/courses for all employees.
- Instrumented Annual Training Plan and budget as per identified training needs and group guidelines.

Leave Management |Absence Management:

- Streamlining and improvising the employees' attendance, Leave record maintenance & holiday planner.
- Setting up and evaluate accrue hours or days of paid time off (PTO).
- Produce quarterly leave report and communicate it to MD & COO.

HR Welfare, Administration & Exit Process

- Facilitating Negotiations on Employees yearly Medical insurance and its renewal.
- Organized yearly recognition & awards ceremony, Weekly energizers, cultivate a people-focused culture, promoted education for self.
- Initiated Employee engagement activities & Team Building Games on monthly basis. Bridge management and employee relations by addressing demands, grievances & more.
- Directed Protocols for the Exit Interview & Transition, Concluding asset handover and reliving process.
- End of service Settlement benefits in compliance with Labor Law (UAE/Qatar/India).

❖ Professional Experience

HR Manager & BDM 03/2020
WSD Consultant P. Ltd. To
Ghaziabad, UP, India Present

HR Manager 08/2016
Supreme Associates
To
Faridabad, HR, India 03/2020

HR and Admin Manager 05/2013
Integral Uniforms To
Doha, Qatar 07/2016

HR & Admin Executive 09/2010
Bhadra International To
New Delhi, India 04/2013

HR & Admin Executive 09/2008
Dee Development Engineer To
Palwal, HR, India 02/2010

HR & Admin Executive 01/2007
MSSL Tooling FZE To
Sharjah, UAE 04/2008

HR & Admin Executive 10/2005
Kishan Engineers To
Faridabad, HR, India 12/2006

Admin Executive 12/2004
Infinity Direct To
New Delhi, India 10/2005

Sales Executive 10/2003
Aeroaids Corporation To
New Delhi, India 12/2004

Sales Executive 11/2001
Aravalli Medical Safety To
New Delhi, India 07/2003

Trainee Accountant 02/2000
Neeraj Associates- A Cha- To
-rttered Accountant Firm 08/2001
Faridabad, HR, India

❖ REFERENCE
Available on Request.