**Vidya Panigrahi**

Mobile : +91 9769311804.

**Mumbai**, **INDIA**

[**v**idya.minaspur@gmail.com](mailto:vidya.minaspur@gmail.com)

**Professional Summary**

* **Post Graduate in Human Resource with 9.7 years of total work experience** and **6.7 years of Corporate HR experience in driving the entire gamut of HR functions with reputed MNCs** across industry verticals.
* **Currently working as HR Manager with IT Company. Previous assignments with companies like IGATE (Capgemini), Bosch and Siemens Home Appliances Group, Jindal’s,etc.**
* **Experience of developing Employee Handbooks, HR Policies, SOPs, Employee engagement & Retention strategies.**
* Experience in implementing **HR Systems** and hands on **experience in PeopleSoft, ERP (CAMS), HRIS and Payroll systems (Webpay, Easypay, Spine).**
* Have effectively performed in leadership and Team handling roles covering the vast areas of **HR Generalist, HR Operations, Employee relations**, **Team Management, Change Management, Payroll, Compensation & Benefits, Trainings, and Process transitions** etc.
* Adroit in assessing existing processes and accordingly designing & implementing measures aimed at enhancing **process efficiency**, organizational effectiveness and employee potential.

**Areas of Expertise**

* Talent Acquisition
* Change Management
* HR Operations
* Payroll Management
* Performance Management
* Employee Relations / Welfare
* HR Policy, Process & System Design
* People Management
* Training & Development
* HRIS

**Employment Details**

* **LA Technologies Pvt Ltd**

Since Jan 2019 to July 2019 as HR Manager

**Major Responsibilities**

* Leading the organization’s HR department, including Talent acquisition, HR Operations, Payroll Management, Performance Management, Employee engagement, R & R, HR Policy creation and implementation, compensation and benefits, Admin activities
* Liaising directly with the executive board of Directors and being accountable for the performance of the HR function.
* Contributing to long-term goals around business and people development, including succession planning and talent acquisition
* Ensuring compliance of HR Policies, responsible for review & senior management reporting, adherence to established KPIs
* Leading programs, interventions with the aim of creating a better working environment and engaged culture
* Develop and implement HR strategies and initiatives aligned with the overall business strategy
* Bridge management and employee relations by addressing demands, grievances or other issues
* Manage the recruitment and selection process
* Support current and future business needs through the development, engagement, motivation and preservation of human capital
* Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
* Nurture a positive working environment
* Oversee and manage a performance appraisal system that drives high performance
* Assess training needs to apply and monitor training programs
* Report to management and provide decision support through HR metrics
* **IGATE Global Solutions Pvt Ltd**

Since Nov 2013 to Dec 2015 as Sr. Associate HR

**Major Responsibilities**

* Managing **end to end HR process in the role of SME (Subject Matter Expert)/Process Lead**
* **Functional team management with 8 functional reports.**
* **Quality lead** for the entire project- performing Quality checks
* **Responsible for creating and updating policies, SOPs and Internal audit, Stakeholder Management**
* Ensuring proper internal communication within team with process update
* Responsible for providing with weekly, monthly HR metrics report to senior management
* Timely **Feedback** to team members and their direct managers, with identifying **coaching and mentoring needs** accordingly, process gap, etc
* Performing **New Hire/Refresher/Cross trainings workshops** at appropriate intervals regarding process updates, to improve the performance of the members.
* Experience in **Change Management and Transition of Processes**, Investigating and identifying root causes of errors. **Re-engineer processes** to ensure that client needs are met and efficient processes are in place
* Analyzing individual **performance** of each team member and **motivating** them to perform better, achieve KPI
* Managing **dashboard and delegating tasks** to the members as per their area of expertise.
* Managing and monitoring team performance
* Managing all transactions as per the quality standards and SLAs.
* Maintaining Trackers, Issues Log, Error log, CAPA Log, Client MOM's and **Process Documentation**
* Managing HR data and furnishing **MIS** reports, metrics
* Conducting **weekly and monthly review meetings** with the client and team
* Managing **Client reviews, analyse existing process, procedures, updating the SOPs** and educating team
* Managing **work allocations** to the team based on their performance and experience

**Major Contributions & Achievements**

* Received ‘**PAT on back**’ reward for demonstrating high level commitment in completing dashboard formalities for weekly and monthly review cases with high level of quality and productivity
* Received “**Star of the month**” reward for demonstrating excellent quality work in service deliverables.
* Key contributor in gaining client satisfaction.
* Received OS **(Outstanding) rating** in Performance Appraisal for the year 2014-15
* Initiated, demonstrated and got implemented various **process improvements** across the project using **KAIZEN** methodology to improve accuracy and timeliness and reduce costs.

**Previous work experience**

* **Bosch & Siemens Home Appliances Group.**

March 2011 to Feb 2013 as Sr. Executive HR (Head office, Andheri, Mumbai)

**Major Responsibilities**

* Managing all the process & procedures relating to all phases of Employee life cycle including **benefits,** **Recruitment, Operations, Payroll management, HRIS, HR Admin, Employee relations**
* Team management with 6 functional reports in Payroll, Statutory compliance, Facility and Admin verticals.
* Managed full cycle talent acquisition process including sourcing, interviewing, background and reference checks, new hire paperwork, and onboarding for employees
* Managing **HRIS, generating reports and furnishing MIS reports** as and when required.
* Proficiently manage HR operations encompassing new hire processing, onboarding, training, payroll, and benefits administration
* Maintain HR Data, Employee files & documents
* Manage **HRIS and serve as subject matter expert** on entries and data changes
* Responsible for issuance of all the **letters**
* Conduct all pre-employment testing and validation including background checks and employment verification
* Responsible for smooth **on board** of all employees
* Designing, implementing and managing **Induction programs** for all new recruits
* Managing **Payroll Operations**, **statutory compliance process**.
* Managing **general administration** matters
* Managing **F&F settlement** process and procedures
* Responsible for resolving all employee queries related to HR policies, payroll, etc
* Organising company events and employee cultural activities
* Providing an enabling workplace by effective and timely resolution of **employee grievances** and ensuring compliance to policies and code of conduct by the employees.
* Visiting branches across the region to interact with employees across levels to understand their concerns and ensuring consistent implementation of HR policies and programmers.
* Responsible for managing employee transfers / relocation
* Recommended, developed, and organized **training** courses for new and existing staff and kept training records up to date.
* Worked with department supervisors to develop and update job descriptions
* Managed administration of Family Medical insurance policy and Mediclaim benefits. Served as a liaison between insurance company and employees

**Major Contributions & Achievements**

* Successfully implemented **HRIS system** (**Employee Master, Payroll system, Leave management, Time & Attendance**)
* Successful in **implementing HR initiatives** like creation of HR Express, Cultural committee.
* **Organization:**  Jindal Group, Maharashtra Seamless Ltd, Executive HR/Admin (Feb`10-Feb`11)
* **Organization:** India Tube Mills, Executive HR (Mar`09 – Feb`10)
* **Organization:** Kingfisher Airlines, Guest Service Agent (Jun`07–Feb`09)
* **Organization:** WNS Global Services Pvt Ltd, Customer Service Agent (Nov`05–Jan`07)

**Academic Credentials**

* **PGDBA-HR** from **Welingkar`s Institute of Management Development & Research**, Mumbai in 2010.
* **B.Sc (Chemistry)** from Ruia College, Mumbai University in 2005.

**Personal Traits**

* Effective **Communication**
* Proven ability to **manage teams** effectively
* Strong **Analytical**, **problem solving** and **decision-making** skills
* Track record of delivering results within deadlines.

**Contact Address :** Mumbai

**Languages known :** English, Hindi, Marathi