



**Manoj Kumar Sharma**

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**Objective: “Help Build sustainable and high performing organization”**

**Professional Summary:** “An astute strategic HR leader underpinning people pivot & business strategy at heart, having driven the change amidst MNC & startups across industries i.e. BFSI, IT/ITES, telecom, retail, FMCG, e-commerce & logistics [in VUCA] while leveraging technology & enabling people through various successful & outcome driven interventions in befitting capacity”

**Current role: Curefit healthcare Pvt Ltd (Eat Fit)**

**May 19-Till Now**

Leading a regional/cluster strategic HR role as HRBP for businesses sales, operation, food, café.. etc whereas instrumental in driving and delivering excellence through various people initiatives, processes & success metrics.

Reporting Line- Head HR/HRBP

Head count Managed-600+

**Key Initiatives and Impact:**

- **People Operation(H2R)-** 100% seamless efficacy and efficiency.  
**Success metrics:**1) Instrumental in driving 100% systemization/adaptation and automation of HR processes such as onboarding, payroll, FnF, query management, BGV etc.  
2) **Attrition and turn over** : Successfully brought down from 10 % to 6% and retention up objective of 94% for band 2 and above achieved.
- **Talent Engagement:** Build employee engagement charter keeping emotional drivers.  
**Success metrics:** Successfully developed & executed a comprehensive engagement charter with shared ownership metrics line/business manager to ensure the eNPS fare above 80 quarterly.
- **PMS and Career Progression:** Successful identification & implementation of data and metrics driven PMS H2 cycle.  
**Success metrics:** 1) 100% identification of data driven and metrics driven role 2)100% completion of PMS H1 cycle on DB. 3) 360-degree feedback completion 90% of band 3 & above employee.
- **Total rewards Philosophy:**  
**Success metrics:**1) Up to 15% impact on net take home of employees, especially for 10 lakhs and up.2) Increased reward coverage to 18% of employee base. 3) Benefit utilization coverage increased from 40% to 58%
- **HR dashboard** – Strategic insight into meaningful metrics and amalgamated trends for business and people metrics.

**ORIGIN LOGISTICS PVT LTD.**

**Sep 17-May 19**

Head HR function in the capacity of **Manager-Human Resources** and lead structural HR reforms and processes across full spectrum of strategic HR.

Reporting Line- MD/Co- founder

Head count Managed-600-800.

**Key Initiatives**

- Seamless Talent acquisition & Employee branding strategy
- Talent Engagement, Development & Capacity Augmentation strategies (CALI, PIP, IDPs/PDPs)
- PMS & Reward philosophy
- HR Automation and Tech implementation
- Statutory and comprehensive Labor (IR) compliances framework (PF, ESIC, PT, TDS, LWF, Bonus, Gratuity, Minimum wages, CLRA, licensing Govt. lesioning..etc )

### Impact:

- Instrumental in driving HR strategies & initiatives in line with the overall business strategy across the stakeholders to drive high performance culture (HPC).
- Successfully implemented and integrated performance appraisal (MBO+180Degree) for FY 17-18 and reward & feedback philosophy.
- Executed successfully eSAT & cSAT 2018 surveys to diagnose ailments and subsequent HR contingencies through RAG placed for higher retention, engagement & employee experience.
- Steered the compliance auditing to diagnose the gaps and instituted the 100% compliance process and policies so far labor statutory compliance goes (.PF, ESIC, PT, TDS, LWF, Bonus, Gratuity, Minimum wages, CLRA, licensing Govt. lesioning..etc)
- Instituted grievances redressal mechanism (GRM) which mitigated the grievances ratio by 95%.
- Tremendous manpower cost optimization & saving while budgeting, mapping & planning through Design correction. i.e. **60 lac p.a.**
- Successful lead & implemented web based HRMS/ESS/MSS/LMS for experience enhancement & scaling up the retention rate by 15%.
- Attrition brought down from 22% to 4% with various policy interventions (RAG) & engagement contingencies.
- Awarded center of excellence (CoE) HR, pertaining to new vertical and on successful implementation of a project which added additional **80 lac p.a turn over.**
- Big data and dashboard in monthly review meeting to reflect upon the ongoing progression, Increase in **per employee turn-over, lower attrition, more man-days, less sick-days & leaves.**

### SAMSUNG ELECTRONICS

Sep'16 to Aug'17

**Summary** I have been associated with IWS-Samsung Electronics as **HR Business Partner role** since and entrusted with entire Employee life cycle management (ELM) of 300+ Employees Pan India [Strategic Business Unit (SBU)]

#### Key Initiatives

- People operation & Business Partnering
- Talent acquisition, Engagement and management
- HR Policy conceptualize, implementation and awareness
- Payroll and Statutory compliances
- Head counts increased from 150 to 300 plus in due course of time which have direct impact on invoicing/revenue for the SBU. Revenue went up from 60 lac to 2 Cr..
- Steered the entire HR ops with transparency and accountability while focusing on efficacy & efficiency in system. Strong votary of Inclusion, Diversity, Parity & Trans parity
- Institutionalized the time bound grievances addressal & regular outreach to bridge on trust deficit amidst employees.

### TATA BUSINESS SUPPORT SERVICES

April 14-Aug 16

**Work Experience:** I was working with Tata BSS LTD as Sr Executive-Human Resources and lead A SBU-BFSI vertical.

#### Key Initiatives

- Proficient in closure of all level of requirements and roles i.e. Junior-Mid-Senior Level, Lateral/Corporate/Internal for both IT & non-IT domain.
- Manpower Planning - Responsible for Manpower planning, Volume hiring, forecasting, Market intelligence and headhunting for the senior positions.
- Strong sourcing experience by using multiple sources including Portal, IT platform, Advance & Boolean Search/Social Media intervention, Job portals (Naukri/Times job/Linked In/) Existing Database, Internal reference, Headhunting, Job Postings, Mass Mails, Referrals.
- Monitoring and maintaining of database for generating a pool of potential candidates for current and future needs / Database Management, Preparing daily, weekly and monthly reports for clientele and managerial review.
- Experience in VMS (Vendor Management System), negotiating the terms and conditions of agreements with the clients, maintaining relationship with clients and candidates, etc. Governing RPO (Recruitment Process Outsourcing) vendors and their payments.

- *Design, develop and analysis developing training need analysis (TNA) program, to intervene in Training and development program (Off and on job training) of newincumbents.*
- *Design, develop& executed a module (NPS score) on attrition and employee relations to engage and address grievances of employees.*

**Internship program.**

- *Two months Internship program in HR Generalist profile from ISO and MCCA certified institute, HR Excellence global, Pune, 2013. Live recruitment exercise involving "IT/ITES" comprehensive recruitment solution, PMS & Scorecards. Hand on experience on payroll solution software such as "People Soft" complete payroll solution.*

**Tech &Tools**

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- **Darwin box, Odin, JERA, Easy Pay, People soft, Real soft 10.7, LEAN, MS Office.**

**Academia**

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- *EPGCHRM-IIM R, 2021(Perusing)*
- *Post graduate diploma in business administration MBA/PGDBA (Human Resource) from Symbiosis University, Pune, 2011-2013.*
- *Master of Science (MSc) (CCSU) Meerut, UP, 2007-2009.*
- *Bachelor of Science (BSc) (CCSU) Meerut, UP, 2003-2006.*