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| Obejective Seeking a challenging Human Resources Managerial role  A Tech-Savvy Strategic HR professional with 8+ years’ experience in the HR function. Managed businesses ranging from Startups to BUs with up to 1200 employees. Skills Onboarding  Employee relations  Recruitment/Retrenchment  Compensation & Benefits  Performance Management  HR Customer Service  Team Work & Collaboration  Statutory compliance & IR  Employee Surveys  *HR Analytics*  Org Structure Design  HR Strategy  HR Planning & Budgeting  Designing HR Polices & Procedures | |  | | --- | | Shakeela begumHR lead with 8+ years of comprehensive experience in various facets of the hr function |  Profile summary  * **8+ years** of diverse experience as **HR Generalist / HR Business Partner** majorly with IT Industry and multi-disciplinary industry expertise: emphasis on planning, directing and coordinating Human Resources to maximize the strategic use of resources, * Currently associated with **ITWare India Pvt. Ltd.** as **HR Lead** * Adept at people management, **relationship development**, **cross functional coordination and operational management** in the most challenging situations. Creative strengths in designing and implementing innovative personnel policies to generate a sense of affiliation among the workforce & consequent contribution of their best efforts in realizing company's objectives. * Recognized as strategic business partner to general and upper management; provided guidance on how to best drive employee engagement and productivity while limiting legal risk exposure. * A keen communicator with the ability to relate to people across all hierarchical levels in the organization. * A creative thinker, luminary, problem solver and decision maker who effectively balances the needs of the employees with the organizational mandate. * Partnered at all organizational levels to define and implement **HR strategies** aligned with organizational objectives; developed strong, positive relational networks and supported departments nation-wide. * Knowledgeable in wide variety of professional disciplines with exposure in implementing employee welfare policies. * Compensation & Benefits: Benefit and incentive program management and annual increment roll-out |

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| Notable attainment  * **Set up** HR & Recruitment function in **multiple locations** * Designed **Competency based Recruitment**&**Compensation** plan * **Initiated Listening platform** – a platform where employees have a one on one session with Senior Human Resources Manager. **Employee Satisfaction, Retention & Grievance Handling Initiative** * Designed and administered all compensation and incentive programs, as well as performance measurement for individuals, groups and business unit * Restructuring and reorganization of all business activities by employing effective procedures, competent personnel and adequate resources in place * Senior member of the **ORACLE FusionHRMS** implementation. | ExperienceHR Lead • itware ind pvt ltd • feb’16 – FEB’19  * Develop and implement the **people strategy** in alignment with company’s strategic vision and the business plans. * Partner with business on **Manpower planning**, **Succession planning**, and **Skills and Capability development** * Formulation of the Policies in line with Business Line. * Strategizing the Policies for all the verticals and creating SOP’s, * Drive Organization - wide **Training and Development** programs, partner with business teams to conduct training needs analysis; Design and implement programs accordingly * Manage and implement **Performance appraisal system** as per company’s performance philosophy and defined policies. * Creating **Succession Plans** for critical positions * Manage and implement all the **compensation policies** of the org including annual **increments and incentives**. * Manage all **Payroll** activities for all employees. * Supervise **HR** **operations** and guide the team on ongoing **HR** process deliverables. * Support and advise the line **managers** in managing all day-to-day employee issues and grievances * Maintain and publish **data and analytics** on key processes such as manpower budgeting, attrition, recruitment costs, training costs etc. * Identify and plan initiatives in the area of communication, rewards and recognition and other employee engagement initiatives. * Taking Care of the **Retention Plans** within the organization – **conducted surveys.**   **Achievements:**   * **Initiated Listening platform** – a platform where employees have a one on one session with Human Resources Manager. **Employee Satisfaction, Retention & Grievance Handling Initiative** |

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| Education MBA (HR) from University Of Mysore  Certification in HR Analytics From IIM Rohtak Computer Proficiency MIS reports, dashboards on MS Excel (V/H-Lookup, Pivot Tables and Macros etc.)  HR Analytics (Recruitment Status, Attrition Ratio, Manpower Plan, HR Budget etc.)  presentations on MS Power Point; OS – Windows, Oracle – HR, other HRIS software  Interested in HR Tech advancements and can pick-up on new technology very quickly Personal profile Date of Birth: 14-01-1986  Gender :Female | * **HR Automation** – Initiated automation of HR processes covering all the key areas in a phased manner to improve operational efficiencies and drive business growth. * Successfully created the **Performance Appraisal system – PIP Plans, created KRA’s** * **Designed and implemented** several **Employee Engagement programs**, Motivational activities, **HR Buddy**, Fun @work initiatives, facilitating better employee involvement and commitment, leading to an improvement in the Communication and Employee Engagement both monthly and annually Employee Development. * **Introduced the “PAT on the BACK” initiative for Employee Recognition & Reward.** * Implementation of **Training Matrix – Training Need Identification** & **training sessions** of existing employees and new joiners on a regular basis * Designing & Implementation of the **Exit Process including** the **Exit Interview.**  hr officer • gannon dunkerly & co ltd • oct ‘11 – oct ‘15 Directly reporting to the Deputy General Manager and handling all the Generalist HR Functions including induction, Payroll, conducting IJPs, Employee Database, Handling Employee Engagement activities, Statutory Compliance & IR, employee grievance and generating various kinds of reports and conducting exit interviews admin executive • kelly services IND pvt ltd • mar’10 – sep’11 Working closely with Senior Management, I’m responsible for:   * End-to-end talent management * Performance management framework and initiative * PIP (Performance Improvement Program) for below track performers * Training & development - Training calendar, induction training, trainer engagement, leadership development * Compensation & Benefits administration - Benchmarking, C&B structure, salary/increment surveys, salary fitment, offer negotiation * HR policies & practices * Employee surveys & grievances handling |