|  |  |  |
| --- | --- | --- |
| ObejectiveSeeking a challenging Human Resources Managerial roleA 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. SkillsOnboardingEmployee relationsRecruitment/Retrenchment Compensation & BenefitsPerformance ManagementHR Customer ServiceTeam Work & CollaborationStatutory compliance & IREmployee Surveys*HR Analytics*Org Structure DesignHR StrategyHR Planning & BudgetingDesigning 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
 |

|  |  |
| --- | --- |
| 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**
 |

|  |  |
| --- | --- |
| EducationMBA (HR) from University Of MysoreCertification in HR Analytics From IIM RohtakComputer ProficiencyMIS 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 profileDate of Birth: 14-01-1986Gender :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 ‘15Directly 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 interviewsadmin executive • kelly services IND pvt ltd • mar’10 – sep’11Working 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
 |