

REGIONAL HR DEPUTY MANAGER

Summary

Competent HR Generalist and seasoned recruiter with an extensive background in HR Operations functions across large corporates. Through my progressive career, I have helped build HR operational efficiencies by meeting standards of excellence in end-to-end HR delivery

Highlights

PeopleSoft, Oracle, ATS Office Package: Expert proficiency in MS Word, MS Excel, MS PowerPoint, MS Outlook

Experience

Regional HR Deputy Manager 06/2010 to 03/2014 Company Name

- Joined at Assistant Manager and was promoted to Deputy Manager.
- Provided full range of generalist services, employee retention, employee engagement, performance management and corporate social responsibility including talent acquisition in the geography within the HR operational framework of the organization.
- The purpose of the job was to manage the regional HR portfolio for a territory with employee base of over 700 employees and additionally, the following: Executed full employee life-cycle management for the employees in the designated geographical territory Managed full cycle recruitment process, sourcing of resumes through internal and external sources till bringing the candidate onboard Implemented recruitment strategies to reach high volume recruiting Helped organize and manage interviews of 300+ candidates from top schools Conducted on-campus events to increase company's on-campus engagement Coordinated full-time and summer hires, implemented end-to-end processes Was a part of the interview panel for all levels, analyzed the results, did salary negotiations and then rolled out the offers.
- Administered hiring, on-boarding activities and conducted new hire orientation.
- Assisted managers and employees understand and apply people tools, policies and procedures Responsible for background checks, employment process, records management, diversity initiatives and engagement initiatives Coordinated and facilitated half-yearly and annual performance management exercise.
- Managed personnel files and handled HR reporting, tracking and metrics Managed the employee separation process that included preparation of weekly, monthly, quarterly and annual reports, and publishing the same to key stakeholders Managed off-boarding program including conducting exit interviews for voluntary and involuntary terminations Successfully developed and rolled out the HR Scorecard for measuring operational excellence Accredited for best HR Audit that included records and files, online data sanctity, general HR practices and all applicable documentations Awarded for best turn-around time in recruitment achieved by employing new procedures that streamlined the hiring process and vendor relationships.

Regional HR Assistant Manager 03/2008 to 05/2010

- It was an all-encompassing experience in a manufacturing setup across the gamut of activities including recruitment & selection, training & development, vendor management.
- Responsible for delivering the end to end Recruitment and Generalist services to the North Zone.
- Coordinated 360 degrees feedback exercise for talent pool.
- Presented monthly attrition analysis to business heads and drew up action plan Ascertaining short term/long term requirements based on the volume of Work and sources of availability.
- Manpower planning for the proposed branches as well as the existing branches Taking timely remedial measures on various grievances of the employees, counseling of employees for better achievement of company objectives, absenteeism and personal problems Day to day interaction with managers, getting opinions from staff for smooth and trouble free operation of the company Conducted employee engagement activities at all the branches like fun at work, celebrating festivals, birthdays etc.
- Conducted attrition analysis to pinpoint the causes of attrition to be able to plug it and ring fence future exits Accredited for streamlining the recruitment process across the North Zone through Vendor Management.

Branch Operations Officer 05/2007 to 02/2008 Company Name

- Responsible for overseeing all activities in regards to opening new corporate accounts Assisted in developing marketing resources directed at new and existing corporate customers Accredited for creating and executing sales training classes for all new associates Responsible for creating a strong network of local corporate clients Handled branch banking operations effectively.

Education

MBA : Human Resources 2007 GHS-IMR Business School India Human Resources

B.Com 2005 CSJMU, Uttar Pradesh University India

Skills

Assistant Manager, banking, counseling, clients, hiring, HR, marketing, MS Excel, Office, MS Outlook, MS PowerPoint, MS Word, negotiations, network, Oracle, PeopleSoft, performance management, personnel, policies, processes, Recruitment, recruiting, reporting, sales training, Vendor Management, annual reports