

NAME SURNAME



HUMAN RESOURCE BUSINESS PARTNER

An enthusiastic and passionate HR professional with 3+ years of experience in HR Generalist roles in a Tech MNC with hands-on experience in Business Partnering, Employee Relations and Learning & Development. Adept in managing and executing operational as well as strategic tasks for 600-member strong business unit towards achieving the People Agenda and enabling Business Strategy.

PROFESSIONAL EXPERIENCE:

(June 2016 – Sept, 2019)

HR Business Partner (HRBP):

- Responsible for **talent management** including capability development, performance appraisal, promotions, compensation and retention of 600 employees
- Worked closely with senior leaders and middle management; engaged in **coaching conversation** to help them become effective people managers
- **Handled** all **employee concerns** end-to-end arising anytime during employment lifecycle
- **Attrition forecasting** through data analysis and HR interventions for **retention efforts** leading to reduction of attrition by 1.8% in the biz unit.
- Developed & executed a **change management** strategy following HR transformation, global career framework introduction and Workday implementation resulting in a hassle-free transition
- Managed **organizational restructuring** within the business unit including span of control, reporting etc. to enable efficiency in business deliverables
- Gauged **employee pulse** through surveys, HR connects & focused group discussions to design targeted interventions for culture management
- ****I have experience in other HR activities like Rewards & Recognition, I add a relevant experience based on JD****

Employee Relations (ER):

- Developed an **ER framework** including **policy creation** for grievance redressal and disciplinary actions.
- **Handled sensitive employee issues** and lead them to logical conclusion, in consultation with the legal team, ensuring thorough documentation, support to the employee and that the processes are in line with organization's policy and local laws
- Implemented **Employee Assistance Program (EAP)** end to end including vendor management and championing the cause of Mental Health to increase EAP usage rate by 2%
- Coordinated all the activities (like trainings, sensitization etc.) for **prevention of sexual harassment**
- Prepared content for and **facilitated behavioral training** like Women in Leadership, Diversity & inclusion (80+ hours of facilitation)

Achievements

- Appraised with highest rating consistently amongst my peers
- Promoted from [REDACTED] to [REDACTED] in February 2018
- Received recognition for successful execution of Mental Health Awareness Campaign

EDUCATIONAL QUALIFICATIONS:

- **Name of a Top University in UK (Not a B-School) | M.Sc. Human Resources & Organizations (Specialization: Organizational Behavior)** (2019-2020)
 - Focus: Strategic Human Resource Management, Organizational Culture, Organizational Behavior, Cross Cultural Management, Leadership, Organizational Theory
 - Research Work: [REDACTED]
[REDACTED] (Title of qual research work)
- **Name of a Top University in India | B.A. (Hons.) Psychology** (2013-2016)
 - Overall Grade: 85.5% (1st Distinction)
 - Focus: Organizational Psychology, Social Psychology, Health Psychology, Positive Psychology, Community Psychology, Cultural Psychology, Media Psychology, Counseling Psychology

VOLUNTEERING/COMMUNITY SERVICE

- Volunteering at [REDACTED]: teaching vocational skills to children with Autism (2014-2015)
- Started a Suicide-prevention campaign called [REDACTED] (2015-2016)
- [REDACTED], London: hotline manager for students in mental distress (2020)

SKILLS

- **Content editing** – Comfortable with MS Office Suite (MS Word, MS PowerPoint, MS Excel & Outlook)
- **Social Media** – Active user of Facebook, Twitter, Instagram, Snapchat, YouTube, LinkedIn
- **Research** – Comfortable exploring academic as well as non-academic sources
- **Data Management** – Proficient in data entry and analysis of large data sets
- **Languages** – English (Fluent), Hindi (Native), French (A1-Beginner)