

**SYNOPSIS**

A committed Human Resource professional with over 13 plus years of Corporate Cross Industry experience as a Talent Acquisition Partner. Have worked in the Information Technology, Petrochemical, Oil & Gas, Power, EPC, Electrical & Energy sectors. Proven skills in driving Business specific HR interventions in areas of Talent Acquisition, HR Technology, Talent Management, Key Stakeholder Management, On-Boarding & HR Operations.

**PROFESSIONAL EXPERIENCE**

**Talent Acquisition Partner** **Novateur Electrical & Digital Systems Private Limited (India)** **Noida**  
**April 2022 – Present**

**Reporting To: VP – HR**

**Team Size: 2 People plus two summer interns**

- Leading Talent Acquisition portfolio for the Electrical & Automation Business of Legrand India, with key deliverables for strategizing and executing viable hiring plans.
- Responsible for leading Talent Acquisition portfolio for **six Industrial / Manufacturing sites** located in multiple locations in India.
- Responsible for Junior, Mid to Senior & Leadership hiring for roles like **R&D, Quality**, PPC, Technology, Production & Maintenance.
- Responsible for Stakeholder Management at Industrial Levels like All six plant heads and All Department Heads.
- With this also responsible for Noida – Head Office / Corporate hiring roles like International Marketing, Finance, SCM, Purchase, HR, etc.
- Partner with the business to identify the right talent by **mapping** the external talent, headhunting & promoting **internal talent mobility** through Open Talent Market.
- Facilitate entire vendor management right from empanelment, engagement, and evaluation of vendors.
- **Special Projects:**
  1. Campus Management Program - GET, MT & Summer Trainee for the year 2023. Cater to PAN India Campus requirement, responsible for **CAMPUS CONNECT** with Tier 2 & Tier 3 Institutes. Responsible for requirement gathering for the onboarding process for Campus Initiative.
  2. Planning for Onboarding & Induction Plan for Freshers.
  3. Responsible for **Employer Branding** in collaboration with the Internal Marketing team for LinkedIn Post.
  4. System Improvement (HRIS) – Requisitions, Job Description & End-to-End TA Process.

**Previous Organizations:**

**September 2014 – April 2022**  
**Talent Acquisition (Asst. Manager)** **Haldia Petrochemicals Ltd.** **Kolkata**

**Reporting To: DGM – Corp. HR**

**Talent Acquisition & On-Boarding**

- As Lead - Talent acquisition responsible for strategizing & delivering a complete life cycle of talent acquisition for Refinery & Petrochemical Business thereby catering to the business-specific hiring.
- I was managing Five Plants, Head-Office & Four Regional Office.
- Work in close coordination with hiring managers, COO's & Head HR in defining the annual manpower plan & forecasting the annual hiring budget for the fiscal year.
- Design job descriptions in consultation with the hiring managers, identify the right mix of talent sourcing, map industry-specific potential candidates, plan interview and selection procedures, background verifications, releasing offer/medical, and appointment letters.
- Designed Organization structure & manpower optimization plan by closely working with Head HR, COO's
- Act as a Business Partner in the On-Boarding of the selected incumbent.
- Partner with the functional teams for internal mobilization of the resources within Businesses through Internal Job postings.
- Facilitate the **CAMPUS PROGRAM/ HIRING** for GET/MT & Lateral hiring through premier institutes – **NITs, Calcutta University, and Jadavpur University** in line with the Group objectives.
- Prepared Campus presentation about Haldia Petrochemicals Ltd.
- Facilitate entire vendor management right from empanelment, engagement and evaluation of vendors.
- Successfully re-badged contingency staff from one agency to the other.
- Support the management for overall integration of the Talent Acquisition process, systems and structure as per Group Guidelines.
- Analyzed and submitted On-Boarding feedback reports on Quarterly basis to management thereby improving overall new joiner experience.

### **Organization Design & Manpower Planning**

- Lead and support the organization in areas of Organization Structuring and Manpower planning,
- Liaise with the Business Heads for freezing the Manpower Nos and cost to be fulfilled for financial year.
- Responsible for classifying the Current Org Structure by conducting work chunks mapping and create a plan on designing & re-designing future Organization structure.
- Supporting in refining and finalizing the role directory for entire Haldia Petrochemical in co-ordination with Business – HR.

### **HR Technology**

- Support Designing concept documents under: HR-COE & Technical projects
- Define the processes & capture map for onboarding & Recruitment.
- Coordinate with project resources & capture in designing a detailed JDs
- Support in Vendor interactions and Internal Stakeholders management for project governance
- Implementation of SAP SuccessFactors – Onboarding Module & Recruitment Module.
- HRIS: SAP, Success Factors SF.

**May 2013 – Feb 2014**

**Sr. Executive – Corporate HR**

**MyZeal IT Solutions {IT Start-up}**

**Noida**

- Manage Recruitment across levels Mid, Senior & Leadership.
- Designing of Manpower Organogram as per business requirement.
- Manage key positions via external recruitment and manpower mobilization.
- Majorly involved in organization manpower planning.

**2012 – 2013**

**Executive – Corporate HR**

**Ramtech Software Solutions Pvt. Ltd.**

**Noida**

- Manage Recruitment across levels Mid, Senior & Leadership.
- Team member for carrying out recruitment and performing HR day-to-day operational jobs.
- Employee Engagement
- Onboarding formalities.
- HRIS: SAP HR Module

**Jan 2011 – Jan 2012**

**Executive – Corporate HR**

**Computer Sciences Corporations Limited**

**Mumbai**

- Manage Recruitment across levels Mid, Senior & Leadership.
- Responsible for recruitment for SAP vertical.
- Account management for SAP India & Ford clients of CSC India.
- Responsible for Western & Northern India hiring.
- HRIS system: Taleo

<b>Degree</b>	<b>Institution</b>	<b>Year</b>	<b>University/Board</b>
PGDBM (HR)	PiMSR, Navi Mumbai	2010	Mumbai University
M.Sc	Jiwaji University, Gwalior	2007	Gwalior
B.Sc	Sardar Patel University, Gujarat	2005	Gujarat
Class 12 <sup>th</sup>	K.V. Dinjan, Assam	2001	CBSC Board
Class 10 <sup>th</sup>	K.V. Dinjan, Assam	1999	CBSC Board

Other Details :	DOB – 03/03/1984	Marital Status: Married	Address : Indirapuram, Ghaziabad, U.P.
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