

Aparajita Sundar Naik

Aspiring for challenging assignments in **Human Resource Management** with an organization of repute
~ Skilled in identifying & hiring through various sources, handling end-to-end recruitment cycle and maintaining cordial relationship with the employees

PROFILE SUMMARY

- A dynamic HR Professional with **over 12 + years** of experience in Recruitment, Resourcing & Development, Performance Management, Employee Welfare and Administration
- Holds the distinction of planning, supervising and participating in various seminars, conferences, etc.
- Proficiency in **manpower management & recruitment process** entailing resume generation, screening and short-listing with appropriate compensation
- Merit of providing **prompt resolution of employee grievances** to maintain cordial management-employee relations
- Experience in implementing **HR systems and policies**, conducting training programs towards enhancing employee productivity and building committed teams
- Successful at motivating staff through clear communication and outstanding organizational skills

AREAS OF EXPERTISE

Stake holder Management
Employee Relations /Welfare
Competency Mapping

Recruitment
Training & Development
Leadership development

Performance Management
Talent Pool Selection
Conflict Management

EMPLOYMENT DETAILS

April 2022 – Till date with SS&C Globeop Financial Services Pvt Ltd Manager-HRBP

- Partner with senior leadership to develop and implement effective HR policies and practices that will support the strategic growth of the business.
- Offer thought leadership regarding organizational and people-related strategy and execution.
- Provide timely information and/or education for all levels of the company on HR issues. Educate, coach, and partner with managers on performance management and employee development goals.
- Provide HR expertise in the areas of feedback, employee relations, development and coaching, compensation, and organizational development.
- Participate in the continual development of HR programs, such as recruiting, retention Learning & Development, Confirmations, internal IJP's Collaborate with the HR team to champion and accelerate a culture of excellence in which people feel engaged and inspired to deliver top business results.
- Develop people strategies and design approaches for diagnosing and enhancing organizational effectiveness and employee satisfaction. Educate team members on performance calibration, and career transitions Skills Outstanding interpersonal and communication skills, both verbal and written.
- Demonstrated credibility and integrity in communications to ensure information flows upward and downward.
- Ability to listen and understand the needs of the employees, together with those of the company. Ability to stylistically adapt communication based on audience. Focus on Workday End-to-end testing and data validation.
- Support test script documentation tied to business scenarios in the Workday suite.
- Test and validate business processes.
- Test and trace transactions through the payroll process. Document expected results for HR scenarios

January 2019 – April 2022 with SS&C Globeop Financial Services Pvt Ltd as Associate Manager-HRBP

Job description:

- Recruiting for Entry to Senior Level roles into IT/Non-IT positions for different Business groups for Mumbai location.
- Handling recruitments for Fund Accounting, OTC, Operations, Investor Services, SRG Due diligence and IT team. (EMEA, APAC, Singapore, US shift)
- Responsible for independently handling entire process for induction, onboarding, confirmation, PIP, Exits, Referrals and background checks.
- Contributing for the yearly appraisals with the Performance Management Team.
- Independently conducted Multiple Interview Drives for MBA freshers, Chartered Accountants and other senior roles
- Excellent into Team Management, Vendor Management and Co-ordinating with other Department and Heads.
- Scheduling timely meetings of employees with their respective Directors and MD's.
- Preparing and Presenting Weekly Recruitment Reports.
- Actively participating in the Corporate Social Responsibility team and a member of the POSH committee.

Awards & Recognition-Star Award for Outstanding performance recommended by Business (Apr 2022)

May 2016- Dec 2018

Worked as a Talent Acquisition Manager with Fazlani Altius Business School Pvt Ltd

Job Description

Key Result Areas:

- Developed and implemented a corporate development strategy, identifying a list of prospective corporate partners. Understanding and aligning with business requirements and developing recruitment strategies to meet their need through campus recruitment. Responsible for full life cycle of recruitment for all levels, which includes multi-channel sourcing, screening, qualifying, closing - high level skills in time, negotiation and reviewing company policies and procedures.
Closure of the Positions using sources like Job Portals, Professional Sites, Head Hunting, Database Mining etc. Negotiate with HR and Hiring Managers at the Executive level, to gain approval and consensus on negotiated offers and finalize the hiring process.
- Planning, managing and executing on-campus events and activities such as case study challenge to build relationship with organizations.
- Identify, pre-screen and evaluate qualified candidates and schedule interviews.

May 2015- April 2016

Worked as a Talent Acquisition Manager with Planceess Edusolutions Pvt Ltd
Core Job Description

- Work with internal teams and hiring managers to assist with recruitment efforts.
- Assist with both external and internal hiring efforts (internal recruitment meaning assessment of employees for different or more senior roles.), Campus hiring and recruitments.
- Develop recruitment strategy. This may include job posting optimization, recruiting marketing channel development, job board procurement, digital and non-digital employment marketing, comprehensive recruitment campaign planning, talent planning, etc...
- Identify and source appropriate talent for current open roles within the organization
- Identify future talent needs and proactively recruiting and sourcing; develop talent pool or social engagements.
- Manage the recruitment process and life cycle, including initial assessments, interviews, and offers.
- Counsel the candidate on corporate benefits, salary, and corporate environment.
- Provide recruitment counsel and guidance to hiring managers and HR professionals with hiring and employment data. May develop specialized or competitive intelligence and research in regards to talent development or retention.
- Use social media, job boards, Internet sourcing, and other technical means to source candidates for open jobs.
- Develop college recruiting programs
- Manage and guide development of corporate employment resource.
- Participate in employment events, such as career fairs
- Use sophisticated applicant tracking systems and other recruiting software and CRM system to track applicants through theselection phase through to on-boarding.
- Develop relationships with third party recruitment agencies and staffing firms and manage the procurement and measurement process.

Awards & Recognition-Employee of Quarter at Planceess Edusolutions FY15

Award for maximum recruitments FY15

Aug 2010 –Feb 2014

Worked with SkillNet Solution as Sr. HR Recruiter (IT).

CORE JOB DESCRIPTION

- Managing a wide gamut of HR activities like Recruitment & Selection, Training and Development.
- Create job descriptions.
- Lead the creation of a recruiting and interviewing plan for each open position.
- Efficiently and effectively fill open positions.
- Recruitment & its coordination for IT and niche requirement for Mumbai, Pune and Noida region.
- Develop and execute IT and Non-IT recruiting plans.
- Liasoning with Government authorities for statutory compliances.
- Looking after the HR Issues within the organization.
- Handling the Performance Management Process.
- Handling In-house Trainings for the employees.
- Organizing events and programmes for the employees.

May'08-Aug'10

Karrox Technology Pvt Ltd As Recruitment Executive.

Job description

- Work with hiring managers on recruiting planning meetings.
- Meeting Clients for Business Deals
- Create job descriptions.
- Lead the creation of a recruiting and interviewing plan for each open position.
- Efficiently and effectively fill open positions.
- Conduct regular follow-up with managers to determine the effectiveness of recruiting plans and implementation.
- Develop a pool of qualified trainers in advance of need.
- Research and recommend new sources for active and passive candidate recruiting.
- Build networks to find qualified passive candidates.
- Post openings in newspaper advertisements, with professional organizations, and in other position appropriate venues.
- Utilize the Internet for recruitment.
- Post positions to appropriate Internet sources.
- Improve the company website recruiting page to assist in recruiting.
- Research new ways of using the Internet for recruitment.
- Use social and professional networking sites to identify and source candidates.
- Handling PAN India recruitment for Freelancer trainers.
- Ensuring the completion of all Formalities pertaining to appointment at a particular Designation

EDUCATION

BA in Sociology from Mumbai University.

DHRM from Welingkar's Institute of Management.

PGDM in HR from Welingkar's Institute of Management.

PERSONAL DETAILS

DOB- 18th September 1987

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Language known- English, Marathi, Hindi