

| PROFESSIONAL EXPERIENCE- H.R. (05 Years 10 months) | | | |
|---|--|--|----------------|
| Assistant Manager (HR) | | Mineral Exploration Corporation Limited (A Govt. of India Enterprise) | |
| | | Apr 2016 – Present | |
| Highlights | <ul style="list-style-type: none"> • <u>HR Policy Cell</u> <ul style="list-style-type: none"> • Drafted upwards of 50 HR Policies and Amendments to HR Policies encompassing entire spectrum of HR in MECL • <u>Manpower Planning & Succession Planning</u> <ul style="list-style-type: none"> • Studied and provided solutions to key talent gaps in crucial middle management portfolios while ensuring compliance to extant rules and guidelines • Detailed Succession Plan 2020 for senior level positions & critical portfolios in the Company • <u>Compensation & Benefits Structure</u> <ul style="list-style-type: none"> • Implemented Long-Term Pay Structure for 350+ Officers w.e.f. 01.01.2017 • Part of Team that negotiated & implemented Long-Term Wage Structure for 900+ Non-Executives w.e.f. 01.04.2017. • Drafted, Implemented, Administered Performance Related Pay for all employees • Formulated Voluntary Retirement Policy 2021/22 • <u>Industrial Relations & Welfare</u> <ul style="list-style-type: none"> • Successfully handled, under Section 25(N) of the ID Act, 1947, Retrenchment at a Mining Project based in Rajasthan • Drafted Revised Conduct, Discipline and Appeal Rules as per Model CDA Rules recommended by Administrative Ministry • Drafted MECL Employee Welfare (Group Term Insurance & Group Personal Accident Insurance) Policy • Drafted MECL Employee Welfare (Medical Entitlement Policy)- IPD & OPD • Drafted MECL Employee Welfare (Vehicle & House Building Advance) Policy, 2019 • <u>Change Management & Digitalization of HR Processes</u> <ul style="list-style-type: none"> • Core Team Member for implementation of SAP(HCM) in MECL (2017-present) • Functional Prime Mover for all Internal HRMS Projects viz., OPD Mediclaim Portal, EPF Claim Portal, Leave Module, Leave Encashment Module, Festival Advance Module, Nominee Updation Module • Drove digitalization of Annual Appraisal Process (transitioned from paper to online w.e.f. FY 2017-18) • Successfully led a team of 24 to Assess MECL HR Processes on People Capability Maturity Model (PCMM) by assessing responses from 350 employees across 26 locations. • Conducted 20 Training sessions on e-HRMS and SAP(HCM) for cohort sizes of up to 20 individuals at a time • <u>Performance Management System</u> <ul style="list-style-type: none"> • Responsible for Performance Management System across Organization • <u>Implementation of Annual Targets for HR Function of MECL as set by Administrative Ministry</u> <ul style="list-style-type: none"> • Responsible for driving achievement of HR Specific targets mandated as per MoU signed with Ministry of Mines every FY | | |
| SUMMER INTERNSHIP (2 months) | | | |
| Summer Intern | | EY – People & Organizations Advisory | |
| | | Apr 2015-May 2015 | |
| Highlights | <ul style="list-style-type: none"> • Designed Capability Development Module on PMS & Performance linked compensation System for a Financial Services Company based on benchmarking with similar organizations • Recommended Operating Model & Organization structure for Multi-Product port-based SEZ | | |
| PRIOR PROFESSIONAL EXPERIENCE- I.T. (02 Years 09 Months) | | | |
| Software Engineering Analyst | | Accenture Services Private Limited | |
| | | Jun 2011 – Mar 2014 | |
| Summary | <ul style="list-style-type: none"> • Functional Tester in projects following Agile Methodology • Creation and Execution of Test Scenarios, Test Cases and Test Conditions • Smoke Testing, System Testing, Sanity Testing and Regression Testing • Requirement Traceability • Reusability of Test Cases | | |
| EDUCATION | | | |
| M.B.A. (HRM) | 2016 | Xavier Institute of Management, Bhubaneswar (XIMB) | 5.86/8 (CQPI) |
| B.E.(E&C) | 2011 | Manipal Institute of Technology, Manipal University | 6.94/10 (CGPA) |
| XII (BIE,AP) | 2007 | FIITJEE Junior College, Hyderabad (BIE, Andhra Pradesh) | 96.3% |
| X (CBSE) | 2005 | Campion School, Bhopal (CBSE) | 91.8% |