

Profile in brief

- A business focused agile Talent Development Leader with a progressive career of 13yrs, providing solutions in the areas of Talent Management, Employee Experience & HR operations
- Implemented breakthrough OD interventions for organizations which scaled up the business turnover from 75Cr to 500Cr
- A trusted business partner transforming people, aligning them to organization's business operating model
- Worked across diverse sectors like IT, Energy, EPC, Marine Infrastructure & HVAC industry promoting positive and productive work environment

Areas of expertise

- Talent Development Talent Management Employee Experience Labor Law Compliance
 Succession Planning Compensation & Benefits Performance Management People Analytics

Professional Experience

Manager – Talent Development: Nitor Infotech Pvt Ltd

Duration: Dec 2021 –till date

Talent Development advisor to business

- Conceptualization, design, and execution of Organization Development initiatives across the board
- Design scalable Talent management policies, processes to attract, develop and retain talent
- Responsible to ensure a future-ready workforce, it encompasses critical people initiative such as Success Planning, Hi Pot Identification and Grooming, Career Development and Management Practices & end-to-end Talent Development for frontline roles and all levels of leaders
- Drive the N Power & diversity agenda with specific focus on developing future women leader for all technical & non-technical roles in the organization

Manager – Human Resources: Cruise Appliances Pvt Ltd

Duration: Jan 2020 – Dec 2021

Rightsizing to a Lean Organization Structure

- Implemented OD interventions for cross functional teams which reduced the organizations fixed cost by 15%
- Drive employee experience initiatives which scaled the OHI scores from 2% to 6% in span of 3 months
- Led HR Automations, implemented SPINE HRMS, Payroll, PMS module (**Integration**) which improved the accuracy of HR Analytics reports
- Devised Compensation and Employee Benefits plans which improved the employee productivity during the Pandemic
- Strengthened the existing business goals by redesigning HR policies and procedures

Deputy Manager - HR & Admin: Coastal Marine Construction & Engineering Ltd

Duration: Oct 2017 – Mar 2019

Complex Process Re-Engineering

- Implemented retention strategy which reduced the attrition rate by 3%
- Resolved 80% of the Labour compliance issues related to employee benefits in a span of 6 months
- Goal Setting, KRA & KPI alignment for 20 critical roles which increased the project turnover by 20Cr
- Defined SOPS for Recruitment & Selection, Employee Grievance, Employee Benefits
- Ensure accurate and thorough investigations and resolutions to Employee Relations issues

Assistant Manager - HR & Admin: Ravin Cables Ltd

Duration: Apr 2009 - Sep 2017

Breakthrough - Fast Tracked the business turnover from Rs 250 Cr to Rs 800 Cr in 7years

- Implemented HR intervention with an 5 % impact on the performance & productivity of all teams

- Conducted Engagement Activities through intense internal communications, organized events which increased the employee competitiveness with an increase in achievement of 2 X times of Sales Target
- Developed a Succession Plan, PIP, realigned the workforce structure which scaled up the business revenue by 15%
- Performed Competitor benchmark survey to ensure competitive compensation for all employees
- Ensured 100% compliance to various acts for statutory & Labour compliance under Factory and Bombay Shop Establishments Act
- Streamlined recruitment and selection process which saved 10% of recruitment cost
- Set Grievance redressal policy and addressed all grievances within 45 days
- Identified safety protocols at Manufacturing unit that reduced workplace incidents by 15%

Recruitment Executive: Bpositions Pvt Ltd (Pune)

Duration: Sep 2008 - Mar 2009

The Beginning as a Recruitment Specialist

- Did volume hiring for Entry Level positions in ITES sector
- Worked with recruiting teams and stakeholders to accomplish monthly targets
- Awarded Best Performer of the month for recruiting a team of 30 people which helped the client to roll out the pilot process within 20 days

Software Knowledge

Spine HR Suite	Intermediate Level
Adrenaline HRMS	Intermediate Level
MS Office	Intermediate Level

Education

- Masters in Personnel Management (MPM) (2006-2008)
- B. Com (Marketing & Advertising) (2003-2006)

Certification

- Certified POSH Trainer, (Right2Rise) Mumbai, 2020
- Iron Lady Corporate Leadership (High Impact Business Leadership Program for Women) Mumbai, 2019
- Certified Recruitment Analyst from Middle Earth, Bangalore,2016
- Certified Performance &Competency Developer from Middle Earth, Bangalore,2015
- Certified HR Analyst from Middle Earth, Bangalore,2015

Personal Details

Mobile Number: 7768881859

Email Id: shahekta20@gmail.com

Location: Borivali, Mumbai