
NEERAJ SHARMA

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Manager Corporate HR Operations - Learning & Development, Talent Management, PMS, OD IIM(Strategic HR Management) Certified

Summary

HR Professional having approx. 11 years of experience in major HR Operations as - L&D, Talent Management, PMS, OD, Policies, Analytics, Employee Engagement / Employee Satisfaction Surveys, Talent Acquisition, Compensation Benefits & Salary, Reward And Recognition, HR Awards, Audits

Work History

May'2023 - Till now	Manager Corporate HR Operations - L&D, Talent Management, PMS, OD <i>Wonder Cement Ltd., Udaipur (Rajasthan)</i> Policy and Process Design, Programme Planning and Implementation, Supporting and Guiding teams
Oct. 2019 - April 2023	Deputy Manager HR Operations - Learning & Development, Talent Management, PMS, OD <i>JK Lakshmi Cement, Rajasthan</i> Learning and Development - Training Need Identification-Calendar-Execution, Measuring Training Effectiveness all four levels, e-Learning, Self-Development Initiatives, Learning sharing, Employee Orientation etc. Talent Management - Identified Talents through assessment Assessment Centre, DC/formulated IDP for Development, Career Planning, Succession Planning, Job rotation, Job Enrichment/enlargement, GET Hiring etc. Performance Management - Cascaded BU goals into Function's/Manager's goal, ensured Timely goal setting of all employees through guidance, ensured timely Mid Year & Yearly performance reviews with HR facilitation, PIP Organization Development & Analytics - Culture Assessment - Employee Satisfaction Survey - Action planning and Implementation, Culture Building - aligned HR Processes with Organization's & HR strategy, Policy Formulation/upgradation. Measured HR Metrics for measuring effectiveness of the HR Processes - applied Analytics for key metrics to get insights, HR Processes Digitization, EVP & Employer Branding, Awards
April 2018 - Sept. 2019	Assistant Manager HR- Learning & Development, HRBP <i>Havells India Ltd., Neemrana Industrial Area (Rajasthan)</i> Developed L&D Competency Framework, Performance Management, Talent Management- Hi-pot Identification & Succession Planning, Head Count Planning & GET Hiring, Orientation Planning, Employee Engagement & GPTW Survey, 360 Feedback evaluation, Compensation Reward & Benefits
May 2016 - March 2018	Senior Executive HR - HR Generalist (L&D, PMS, Compensation, Acquisition And Onboarding etc.) <i>Havells India Ltd., Neemrana Industrial Area (Rajasthan)</i> Recruitment and onboarding- Hiring Joining & Induction, Separations & Exits F&F, Compensation and Fitment planning, Training & Development, Performance Management, HR Operations- Role/JD-formation, Salary processing & Payroll run, Compliances- PF ESI LWF etc., ISO 9001:2015, HR Audit, SAP HR HCM
Feb 2011 - Jul 2014	Officer - T&D Incharge & Trainer for Technical Functions <i>Philips India Ltd., Vadodara (Gujarat)</i> Responsible for T&D of all Engineering functions - delivered trainings on Lean, VSM, Kaizen, TPM, TQM, 5S, Safety, Six sigma, DMAIC, Quality Circle, Process Capability etc.

Education

Aug 2014 - May 2016	M.B.A in Human Resource Management <i>NIIT University, (Raj.)</i>
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Secured 8.08 CGPA out of 10

Aug 2006 - Jul 2010

Engineering (B. E.) - Electronics And Communication

All Saints College of Technology, Rajiv Gandhi Technical University, (M.P.)

Secured First Division Percentages 72.3%

Internships

MBA(Post-Graduation) May 2015 - July 2015 GVK-Biosciences Hyderabad

- Worked under the supervision of HR Director & CHRO and conducted a "Culture Assessment Survey".

B.E. (Graduation) Jul 2009 Tata Teleservices Limited Bhopal

Key Skills & Competencies

Human Resource Planning

Headcount Planning, Succession Planning, HR Budgeting

Competency Mapping & Performance Management

Competencies Framework,-Competencies Mapping

HR Analytics

HR Metrics, Workforce Analytics, Attrition Analytics

Business Skills

Revenue, Profits, P&L, Balance sheets, Financial Ratios etc.

IT skills

SAP HCM Module, Darwinbox, MS office - Excel, Powerpoint etc.

Certifications & Trainings

April'23 - July'23 Strategic Human Resource and Applied Analytics
IIM Rohtak

April-2020 - May 2020 People Analytics
Wharton University of Pennsylvania
Certified course through Coursera Online Platform

Oct 2012 - Oct 2012 Lean Six Sigma Champion
Philips India Ltd.
Certified 5S, Safety & Lean Six Sigma Champion

Memberships

All Time member **ISTD** - Indian Institute of Training & Development

Achievements & Interests

- JK Lakshmi Cement - Secured 3rd Position out of 25, for my Business Unit in a 3-days HR Excellence based People Management Award Audit
- JK Lakshmi Cement - Won the "ET Now Award - Best companies to work For Award Cement Sector" consistently for two years
- Havells - Improved ZED Audit score of Business Unit from 2 to 4 in HR related pillars, Introduced e-Newsletter in Havells
- Havells - Received appreciation for my efforts to make our Unit the First Unit to implement PMS using Balance Scorecard
- Philips - in a Business Improvement Competition Rewarded for my extensive contribution as Program Coordinator
- My Facebook page HR Info India having more than thousands of followers
- Head of Student placement cell at NIIT, Member of Food Safety & other committees. Associated with NGO's like Arushi- Safhal society etc.

Publications & Research

Published case research in **SAMVAD International Journal** June 2016 issue (p-ISSN 2249-1880, e-ISSN 2348-5329)
<https://samvad.sibmpune.edu.in/index.php/samvad/article/view/98177>

Personal Details

Date of Birth - 19th July 1988, **Permanent Address**- Ashok Ward, City- Pipariya, Dist.-Hoshangabad (M.P.)- 461775, **Marital Status** - Married