
NEERAJ SHARMA

Current Location: Rajasthan, India • Current CTC:13.33 Lakhs+House Accommodation, Contact No : 08980094342 • email-neerajj.sharma@gmail.com

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Deputy Manager HR Operations - Learning & Development

Summary

HR Professional having apx. 10+ years of work experience in all major HR Operations as - L&D, PMS, Talent Management, Organization Development, HR Analytics, Talent Acquisition, Employee Involvement, Policies, HR Audits, Compensation Benefits, SAP HR HCM Module, Salary & Payroll compliances

Education

- Aug 2014 - May 2016 M.B.A in Human Resource Management
NIIT University, (Raj.)
PG degree Awarded with good CGPA of 8
- Aug 2006 - Jul 2010 Engineering (B. E.) - Electronics And Communication
All Saints College of Technology, Rajiv Gandhi Technical University, (M.P.)
Graduate degree awarded with First Division 72.3%

Work History

- Oct. 2019 - Till Now Deputy Manager HR Operations - L&D, Talent Management, PMS
JK Lakshmi Cement, Rajasthan
Major job responsibilities includes -
Learning and Development - Need Identification, Training Calendar Preparation, Calendar Execution, measuring Training Effectiveness at all Four-Levels, e-learning, Self development initiatives, learning sharing etc.
Talent Management - Identify Talents through assessment, formulates IDP for development, Career Planning, Succession Planning, Job rotation, Job Enrichment/enlargement
Performance Management - Cascade BU goals into Function's/Manager's goal, ensure Timely goal setting of all employees through HR Support, ensure timely mid year and annual performance reviews with HR facilitation
Organization Development & HR Analytics - Aligns Processes with organization's strategy, Policy Formulation/correction, applying HR Analytics to get insights, HR Process Digitization, EVP & Employer Branding, Employee Satisfaction Survey - action planning and Implementation
- April 2018 - Sept. 2019 Assistant Manager - L&D, PMS, Talent Management
Havells India Ltd., Neemrana Industrial Area (Raj.)
Developed L&D Competency Framework, Performance Management, Talent Management, Succession Planning, Headcount Planning, Employee Engagement & GPTW Survey, 360 Feedback evaluation, Compensation reward & benefits
- May 2016 - March 2018 Senior Executive - HR Generalist
Havells India Ltd., Neemrana Industrial Area (Raj.)
Recruitment and onboarding- Hiring Joining & Induction, Separations & Exits F&F, Compensation and fitment planning, Training & Development T&D, PMS, HR operations- job Analysis job evaluation, 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
Philips India Ltd., Vadodara, Gujarat
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.

Internships

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

Roles identification, Competencies Framework, Competencies Mapping

HR Analytics

HR Metrics, Attrition Analysis, Workforce Analytics, Recruitment Analytics etc.

Business Skills

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

IT skills

SAP HCM, SAP Success Factors, Zing HR HCM, Ms office, Excel - Pivot, Vlookup

Certifications & Trainings

April-2020 - May 2020 HR/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

- Rewarded for my extensive contribution in Philips Business Improvement Competition as Program Coordinator
- Received appreciation in Havells for my efforts to make our Unit the First Unit to implement PMS
- Improved ZED Audit score of my Unit from 2 to 4 in HR related audit pillars
- Chief editor of Havells e-Newsletter
- 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 etc.
- Associated with NGO's like Arushi- Safnal society etc.

Publications & Research

Published case research in **SAMVAD International Journal** June 2016 issue (p-ISSN 2249-1880, e-ISSN 2348-5329)

Personal Details

Date of Birth - 19th July 1988

Permanent Address- Ashok Ward, City- Pipariya, Dist.-Hoshangabad (M.P.)- 461775

Marital Status - Married