



EMPLOYMENT CONTOUR

Jun 2017–Till date

Indegene Pvt. Ltd, Manager – HR

Responsibilities:

- Responsible for overseeing effective employee workforce administration, covering employee life-cycle administration of all global entities of Indegene
- Single point of contact to provide HR advisory to business, including setting up HR operations for new international locations
- Lead the HR Compliance function, Rolled out HR policies and procedures and conducted audits of HR function and managed client audits
- Implemented mitigation techniques to control and eliminate HR risks. Monitored the effectiveness of the controls
- Managed company's pay programs, including accurate processing of payrolls for global locations
- Administered employee benefits plans, including setting up new plans, renewals and compliance for all global locations

Key Achievements

- Rolled out US and Canada employee handbook
- Successfully implemented HRIS for Canada and USA entities
- Implemented Health and Life insurance benefits for UK, Ireland employees
- Created a employee costing sheet, which calculated the overall cost for the company for new geographies

May 2013 till
May 2017

Infosys Ltd, Lead – HR Compliance

Responsibilities:

HR Assessment and Audits:

- Designed the audit framework for the team every quarter
- Assessed compliance adherence on Recruitment, employer obligations, wage and hour, benefits, payroll and tax, statutory leave and working time for Americas and Middle East & Africa
- Identified key areas of improvements through audits; work with stakeholders to ensure 100% closure of gaps reported

Policy, Process and Automation:

- Drafted and rolled out leave and working time policies in accordance to the law of the land
- Implemented working time and leave systems in accordance to the policy

Compliance Repository:

- implemented legal minimum salary revisions for Infosys locations
- Maintained the global compliance repository and created compliance checklist for new countries
- Tracked and implemented changes in the regulatory compliance for Americas and Middle East & Africa region
- Managed reported compliance incidents, worked with the stakeholders for closures and mitigation of the reported incidents

Key Achievements

- Ensured 100% closure of all HR compliance gaps for Americas region
- Rolled out of statutory leave and working time policies and systems for more than 20 countries across the globe
- Conducted more than 100 HR Audits for North America and EMEA region to ensure compliance adherence

PROFILE SUMMARY:

- Global HR Professional with over 15 years of experience in Corporate IT Organizations, handling various function in HR, involving HR Operations, Employee relations and Statutory Compliance
- Expertise in Payroll Management, Benefit administration, Policy creation & Process Management, Automation, HR Assessments for more than 15 countries Americas, Europe, Middle East and Africa & Asia region
- An effective communicator with exceptional relationship management skills with ability to relate to people at any level of business and management.

CORE COMPETENCIES:

- Global Regulatory Compliance
- International HR Operations
- HR Process Optimization & Automation
- Global Payroll Management
- Global Benefits Management
- HR Policies /Program Management
- Employee Relations
- HR Advisory
- Employee workforce Administration
- Team Management
- Communication
- HRIS
- Vendor Management
- Affirmative Action
- HR Audits and Risk Management
- HR Strategy
- Change Management
- HR Shared Services

LANGUAGES:

- English
- Hindi
- Malayalam
- Marathi

EMPLOYMENT CONTOUR

Oct 2010–
Apr 2013

Syntel Ltd, Assistant Manager - HR

Responsibilities:

Benefits Administration:

- Administered and managed the entire benefits plan operations for North America region
- Administered the retirement benefits plan – responsible for the annual non discrimination test and annual 401(k) audit

Payroll Management:

- Was responsible for generation of payroll advice for USA, Canada, UK, Germany, Ireland and Australia
- HRIS data management, including maintain the accuracy and integrity of the data

Compliance:

- Ensured record keeping requirements adhered to state, federal, I-9, E-VERIFY FMLA, COBRA, OSHA and HIPAA guidelines
- Involved in quarterly and yearly SOX audit reviews on Global HR process, was responsible for closures of audit findings
- Was responsible for all mandatory reporting's requested by Department of Labor

Additional Responsibilities:

- Responsible for half yearly reviews of global HR policies and process, employee handbooks
- Worked closely with IS team on automations and roll out of new internal systems
- Supported business partner HR Team members in employment engagement program for employee counseling related to policies, benefits, leaves, salary and expense claims etc

Key Achievements

- Successfully managed and executed the open enrollment process for 3 consecutive years
- Implemented strong controls on benefits process, no leakage in benefit costs
- Successfully closed all pending background verification for all global employees – This lead to 100% adherence to the client MSA.
- Implemented the redundancy and disciplinary process in UK

SYSTIME Global Solutions Pvt Ltd, Sr. HR Executive

Responsibilities:

HR Operations:

- Managed entire employee life cycle for global employees :
- Managed HR helpdesk for Employees based in North America, handling employee queries and grievances on policies, procedures and processes

Key Achievements

- Designed and conducted the pre-travel briefing program for first time travelers to North America

Hexaware Technologies Ltd, HR- Executive

Responsibilities:

HR Operations:

- Managed entire employee life cycle for global employees

Additional Responsibilities:

- Managed onsite bench
- Created HR Process Manuals

Apr 2009–
Oct 2010

Oct 2006–
Apr 2009

EDUCATION:

- Post Graduate Diploma in Business Management Studies (Human Resource Management), SIESCOMS, 2006
- Bachelor of Science from K.J. Somaiya College, Mumbai University, 2002

RECOGNITION:

- Received Syntel's 'Stretch' Value award for quarter Oct-Dec 2010
- Received Infosys's HR Team Honor award and HR Superstar Award from Brazil HR Team

INTERESTS:

- Cooking
- Reading
- Gardening

REFERENCES

- Available on Request