



Sayali Baradkar

Director - Human Resources

CONTACT

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Pune

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CORE COMPETENCIES

- HR Systems Design & Implementation
- Manpower Planning & Budgeting
- Talent Management & Retention
- Training & Development
- HR Outsourced Operations
- Performance Appraisal
- Salary & Benefits
- Employee Engagement & Welfare
- Employee Lifecycle Management

EDUCATION

2014: **Masters in Business Administration HR**
Pune University

2011: **Bachelor of Computer Applications**
Pune University

CERTIFICATIONS

- Executive Leadership Program, IIM - Vishakhapatnam, 2024 (Ongoing)
- High Performance Collaboration: Leadership, Teamwork and Negotiation - Northwestern University, Coursera, 2022
- Emotional Intelligence - Michigan University, Coursera, 2022

JOB OBJECTIVE

Strategically focused and results-driven **Director of Human Resources** with a Proven expertise in **HR Planning, Talent Acquisition, and fostering positive organizational culture**. Targeting to express potential in strategic level assignments in **Generalist Human Resource Management & HRBP** with an esteemed organization by leaving a mark of excellence on each step by effectively balancing needs of employees & missions of the organization.

PROFILE SUMMARY

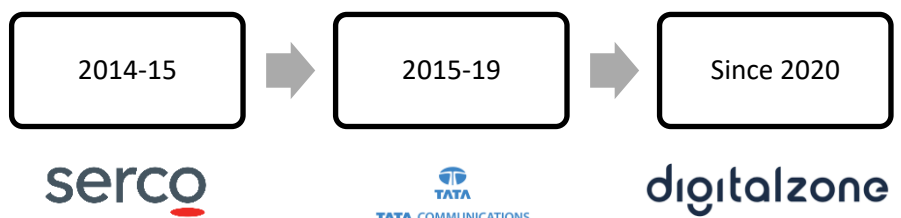
- A **qualified MBA in HR professional** with a **decade of experience** in Human Resources, specializing in talent acquisition and organizational development within the digital industry.
- Currently working as the **Director of Human Resources** at Digital Zone, managing HR operations for the **India region** with a team of **10 employees**.
- Leveraging capabilities in **linking business strategy to talent strategy**, identifying **training needs**, evaluating skill gaps and **developing training solutions** to bridge competence gaps; credited with implementation of innovative capability building initiatives to capitalize on employee growth opportunities and career plans.
- Excellence in designing and applying a **comprehensive performance management, competency and compensation framework** to support the business and achieve ambitious growth plans.
- **Approachable Manager** with skilled in leadership, emotional intelligence, and empathy, essential for effective people management and fostering employee engagement.
- Strategy architect credited with implementation of innovative path-breaking HR initiatives to streamline processes and capitalize growth opportunities.

SIGNIFICANT HIGHLIGHT



Successfully led the growth of the organization from **35** to over **400 employees**, showcasing proficiency in change management and organizational development.

CAREER TIMELINE



WORK EXPERIENCE

Digitalzone

Since May'2020

Growth Path



Role:

- Directing & spearheading **end-to-end HR operations** covering **Onboarding, Helpdesk, Cross-boarded & Off-boarded** with HR Database Management
- Formulating & articulating scalable **HR processes from on-boarding to exit & standardized documentation** aligned with long-term business goals
- Recommending **process improvement initiatives and adding value** to existing processes and providing leadership in analyzing risk and recommending actions to mitigate & eliminate risk
- Identifying **training requirements, escalation & query management**, reviewing SOPs, contributing towards process improvement and attending process review meetings; directing functional and behavioral trainings held across different locations
- Ascertaining **prompt resolution of employee grievances** to maintain cordial management-employee relations; organizing the employee engagement events
- Driving **entire functions such as HR compliance, identification & risk mitigation**, process transition and migrations, operational control framework implementation while devising best practices & improving quality
- Scrutinizing **the MIS reports and HR dashboards** for management decision-making
- Performing **audits and quality analysis** and ensuring compliance organizational guidelines and shared the reports to management on monthly/quarterly basis
- Steering **performance reviews for direct & matrix reportees**, mentoring & coaching team members for directed career planning and growth; establishing comprehensive performance management; managing appraisal process across the levels linked to reward management and career growth

HR Analyst – Operations

Dec'15 to Aug'19

Tata Communications

Role:

- Analyzed HR operational data to identify trends and make data-driven recommendations for process improvements.
- Coordinated with cross-functional teams to streamline HR processes and enhance operational efficiency.
- Conducted training sessions on HR policies & procedures to ensure compliance and understanding across the organization.
- Managed employee relations issues and provided guidance on conflict resolution strategies.
- Assisted in recruitment and selection processes to onboard top talent and meet organizational staffing needs.
- Developed and implemented employee engagement initiatives to boost morale and productivity.
- Monitored and reported on key HR metrics to senior management for strategic decision-making.
- Contributed to the development of HR strategies aligned with business objectives.

PREVIOUS WORK EXPERIENCE

Business HR

Aug'14 to Oct'15

Serco Global Services

(Employee Relations, People Culture)

PERSONAL DETAILS

Languages Known

: English, Hindi, Marathi