

Soumya S

9995129169

soumyarenju22@gmail.com

Bengaluru, India, 560035

EXPERIENCE

Newfold Digital (Formerly known as Endurance International Group) |
Bangalore, India

Expert - Human Resources | 01/2019 - Current

With progressive growth from an HR coordinator to Expert-HR, I have handled a wide range of HR responsibilities over the years, including onboarding and induction, engagement, business partnering, learning and development, employee retention, and performance management. Currently serving as a Business Partner HR for IT & Operations, Marketing and Customer Support teams, I support more than 300+ employees in the region.

Business HR Partner

- Collaborate with onshore and offshore managers to provide strategic guidance and support on various people-related topics such as talent management, recruitment, compensation, promotions, conflict resolution, and more.
- Drive and administer various HR processes for the business units, including performance management, goal setting, employee engagement surveys, and PIP.
- Maintain a pulse on employees by utilizing various employee engagement mediums, working closely with them to address their concerns and needs.
- Analyze HR metrics, including employee turnover, pulse sessions, and exit interviews, to identify trends and recommend interventions to improve overall employee morale and productivity.
- Implement market compensation corrections, facilitate ongoing learning programs, organize town halls, and manage virtual and onsite team building events to increase employee engagement and morale.
- Manage employee relations and provided coaching and guidance to managers and employees on various HR issues, including but not limited to conflict resolution, disciplinary actions, and grievances
- Develop and implement recognition and rewards (R&R) frameworks to increase employee satisfaction and retention.
- Manage employee life cycle operations on Workday for the business unit.

Employee Onboarding, Engagement and L&D

- Responsible for the end-to-end employee induction process. Conceptualized, launched, and administered a new gamified portal for virtual onboarding and induction program, enabling a more interactive and engaging experience.
- Designed and implemented an Annual Engagement Calendar by incorporating best in class engagement activities wellness, welfare, cultural, sports, and hackathons, driving engagement and alignment with business goals for a workforce of 600+ employees.
- Spearheaded the launch of ExpertsSpeak L&D programme globally; creating process documents, connecting with thought leaders, and preparing annual calendars, managing communication, participant enrolments, coordinating, feedback analysis, and end to end session logistics.
- Conducted analysis of current HR practices and policies, identifying areas for improvement and recommending changes to ensure market competitiveness and best practices.



SUMMARY

Experienced HR professional with over 5+ years of experience delivering results in fast-paced and competitive environments. Possesses deep knowledge of HR programs with a proven ability to develop and implement initiatives that align with business objectives. Core competencies include HR business partnering, employee onboarding and induction, employee relations, and employee engagement. Committed to contributing to the organization's success using my skills and knowledge while continuously learning and growing.

REWARDS AND RECOGNITIONS

- Achieved the 'Newfold Awards- The Harvey Keitel Award' for demonstrating operational efficiency during 2021 Q3.
- Received a Letter of Appreciation from the Managing Director for delivering exemplary performance in Q4 2019.
- Recognized by the then CEO with a Certificate of Appreciation for outstanding contribution towards building the Endurance Global Technology Hub, Bangalore in August 2019.

EXTRACURRICULAR ACTIVITIES

- Member of Toastmasters International Club, served in a few roles for the club, and received the best speaker award for the first

speech under level 1 in the pathway.

- Gardening
- Music

Jenys Technologies | Bangalore, India
HR Executive | 01/2018 - 12/2018

- Conduct end-to-end recruitment for both in-house and client-side requirements, ensuring timely and efficient hiring processes.
- Manage the end-to-end employee experience, from new hire orientation to helping them settle into the organizational culture.
- Deliver successful employee engagement plans and campaigns to inspire and engage employees, resulting in improved morale and productivity.
- Serve as the point of contact for interpreting policies, and counseling employees on various topics while maintaining an employer advocacy role.
- Conduct exit interviews and document all feedback in accordance with established HR standard operating procedures, providing valuable insights into employee experiences and areas for improvement.
- Maintain internal HR systems (GreytHR) and databases (Employee trackers), ensuring accurate and up-to-date employee records and data.
- Manage housekeeping activities, vendor management, inventory management, and maintain tracker sheets on a monthly basis, ensuring a smooth and organized workplace.

Infosys Limited | Bangalore, India
HR Executive | 01/2018 - 12/2018

- Developed and maintained web-based applications using tools like Xcode 4.5, IOS 5, Android 4.2, Eclipse Indigo, HTML5, CSS3

ACHIEVEMENTS

- **Succession Planning:** Supported the VP L&D in implementing a succession planning framework in Workday, which assesses performance and potential, plots reviewees in the 9-box grid, identifies readiness, and creates a pipeline for critical leadership roles.
- **Implemented Market Compensation Correction:** Analyzed market benchmarks and internal compensation structures to identify discrepancies, collaborated with business leaders to gain buy-in, and successfully implemented market compensation corrections, resulting in improved employee satisfaction and retention rates.
- **Virtual Onboarding:** Developed and launched a gamified virtual onboarding and induction portal to enhance the employee experience from day one through the first 90 days. Successfully administered the program, resulting in increased engagement for new hires.

EDUCATION

2017
University of Calicut | Kerala
Master of Business Administration: HR

2011
University of Calicut | Kerala
BTech : EEE

CBSE | Kerala
PUC/+2: Science

CBSE | Kerala
SSLC/10th: Science