

Vema Radha

E-Mail: vemaradha@gmail.com

Phone: +91-9740545889

Strategic HR Generalist and Lead, APAC Region

Location Preference: Bengaluru

CORE COMPETENCIES

- ✓ HR Strategy and Operations
- ✓ HR Generalist Affairs
- ✓ Process Excellence
- ✓ Talent Assessment & Development
- ✓ HR Policies & Processes
- ✓ Statutory Compliances
- ✓ HR Operations
- ✓ Project Management & Administration
- ✓ HR Audit
- ✓ Business Acumen

PROFILE SUMMARY

- A competent professional with over **19+ years** of core experience as Strategic HR generalist, HRBP professional. Valued contributor to key strategic initiatives from conceptualization to implementation in real time environments.
- Rich experience in HR Operations, Business Partnering, country specific(APAC) HR Legal and statutory compliances, achieved unprecedented results through innovation, initiative and resourcefulness. Strategic HR partner in developing organizational direction, Engagements and Program/Project Management of HR Initiatives in the business. Including talent acquisition, management and retention, second vertical team development, Audit Support services, PPP.
- Track record of handling Start-up operations, Business units, Business Acquisitions and Merger. Proficient at streamlining operations, competency mapping and controlling attrition.
- Strong problem solving skills, confident decision making based on extensive experience and People management skills enabling effective solutions that positively impact customer satisfaction & operational costs.

ORGANIZATIONAL EXPERIENCE

EXPERIENCE:

- **June 18 – tilldate, Kellton Tech Solutions Limited** **Bangalore**

Kellton Tech is a publicly listed, CMMI Level 5, and ISO 9001:2015 certified global company, providing cutting-edge digital transformation solutions and services in strategy, consulting, digital, and technology. Have global workforce of 1400 employees that work together with clients—startups, SMBs, and Fortune 500 businesses - IT Services and Solutions, Cloud Computing, ERP, Mobility Solutions, Web based Consumer and Enterprise Applications, Customized App Development, Strategic Mobility Solutions, Drupal Development, SAP, EAI, Digital Transformation, and SAP.

**Kellton Tech acquires US-headquartered PlanetPro in June 2018, PlanetPro is a privately held company based in California with operations in the US, Canada and several countries in Asia, specialize in services that improve clients' sales and marketing performance through analytics and custom designed programs for over 18 years.

Website: <http://www.kelltontech.com>

Head- HR, APAC Region.

An overview of my responsibilities at Kelltontech is for ensuring consistency of approach in talent acquisition, compensation and benefits, talent development, training and HR Operations at APAC and Japan. End to End employee life cycle, HR Business Partnering, contry specific legal compliance, Program/Project Management at APAC front, creation of HR policy and strategy

within the country, vendor management. Provide data support for internal and external payroll and other audits and local wage surveys. Oversee clients services in consistent with their service level agreements.

Drive continuous process improvement: Maintain and continually improve HR strategy and policy in compliance with business needs for short-term and long-term perspective. Ensuring up to date employment policy in line with local legislation and organizational policy are in place. Continual policy and process development, and amending and implementing policies and procedures in line with local employment law regulation. Labour Law Statutory Compliances, Employee Disciplinary Process, Performance Improvement Plans, Terminations & resignations, managing retrenchments, forced attritions legal aspects, Local Payroll partner/Vendor management.

Partner with clients and stakeholders on specific projects: Oversee regular clients services are met and inconsistent with their SLAs and with global standards.

Evaluate employee performance and provide recommendations for pay increases, promotions, terminations, personnel-related matters, as applicable. Oversee legal activities in a single geographic location, multiple countries and/or over multiple products within a discrete business/Projects.

Appropriately assess risk when business decisions are made: Partner with business/functional line management in recommending , developing and executing business initiatives and employee separation (retrenchment, forced attritions, terminations) within permissible statutory and regulatory frameworks.

➤ **Aug 08 – June 18 DQS INDIA Bangalore**

DQS India (Registered as Deutsch Quality Systems (India) Private Limited) is the Indian subsidiary of DQS Holding GmbH, Germany leading global certification bodies for Management System worldwide. DQS Group and as such controls the international business of currently... With 45,000 certified locations in more than 100 countries, With 2,500+ international auditors, DQS Group services focus on improved business processes related to quality, environmental, energy, occupational safety, risk, and business excellence in all major industry sectors including automotive, electrical, engineering, metal and chemicals, services, food, health care, aviation and aerospace and telecommunications industries.

Website: www.dqs-india.in , **Corporate Website:** www.dqs-holding.com

Jan 15- June 18 *Head- HR and Core Management Team Member*

Jan 13 – Jan 15 *DGM & HR Business Head*

Apr 11 – Jan 13 *Head & Sr Manager – HR*

Jun 09 – Apr 11 *Manager – HR & Admin*

Aug 08 – Jun 09 *Associate Manager – HR & Admin*

- Responsible for building HR operations, Business Partnering from scratch and leading end to end activities for single and multi-location plants, Audit Support services, PPP. Strategic partner in developing organizational direction, Engagements and Program/Project Management of HR Initiatives in the business. Including talent acquisition, management and retention, PMS, rewards & recognition, competencies management, training, compensation, HR policies & procedures, legal compliance, change management, second vertical development, HR audit.
- Received award for “Best HR Professional - Female” in March 2013 from TILSAA-HR forum

Major Program Management areas lead and improvement Projects on:

- Legal & Labour Statutory Compliance, Employees HR Litigations handled during Merger, New business units at different states, PPP, rebranding.
- Performance Management-Manage the Annual and Midyear review process, in agreed time, within budget, per project plan while supporting the management team in the application of the process.
- Engagement & Retention-Drive the Teams to take on the Esat Survey, be a part of the clarification meetings, and partner with the Business in devising the Action Plans and ensuring these action plans are worked upon.
- Compensation and Benefits-Support the implementation of C&B initiatives for new employee salaries and Promotion / Lateral moves/ Equity Recommendation.
- Recruitment-Understanding the growth plan of the Business Units and help augment them by collaborating with the Recruitment and being actively involved in the Hiring meetings and discussions.

Formulating HR Strategy

- Defined HR policies, processes and strategies in alignment with organizational objectives

- Involved in quality drive of the organization as the Human Resource Representative and as a Core Management Team Member

Labour Management:

- Handling complete HR & Legal compliance related to Wages/Salary, specific industries, Equality and Empowerment of Women, Employment & Training, Industrial Relations, viz. Minimum wages, Payment of wages, Bonus, Shop Act, Contract Labour, Maternity Benefit, Equal Remuneration, Employees Compensation, gratuity, PF, ESIC, Industrial Relations, Industrial Dispute, etc. , IR Issues, Employees Grievances etc. Vendor Management/Audit/Inspection to adhere compliance.

Talent Acquisition & Retention

- Achieved 80% cost saving on recruitment compared to previous year (2017)
- Involved in annual manpower and budgeting and optimized overhead cost by 40%
- Developed alternate career paths through cross training and active succession planning; achieved 90% retention as compared to 60% over previous year

Performance Management / Compensation & Benefits

- Revamped compensation & benefit structure considering retention plan, role/responsibilities, linkage of performance reward to KPA and benchmarking CTC to replacing cost
- Managed overall appraisal process: policy formulation & clarification, post-appraisal data mapping, analysis and finalization of incentives and merit increase for employees
- Implemented performance based increment / incentive system to boost the morale of high performers and designed development plan for under achievers

Learning & Development

- Developed and maintained annual technical and behavioural training calendar, attendance, feedback records and skill inventory application
- Involved in training analysis / measuring its effectiveness; Designed and implemented different induction programs based on the position requirement
- Identified training needs on the basis of performance review, new product/service, qualification, role change; conducted internal trainings during organizational change

Career / Succession Planning

- Involved in career progression decisions and introduced new competency matrix for skill wise position mapping and compensation revision
- Implemented new grading system which clearly distinguished on skill sets/competencies, experience and pay structure and supported career / succession planning
- Revised KRAs of the employees in alignment with organization priorities and operational excellence

Employee Welfare / Engagement Initiatives

- Developed and implemented various employee welfare/ engagement initiatives such as:
 - Corporate events and budgeting,, Fun at work activities and employees presentations
 - Transparent grievance redressal mechanism. Appreciation mechanism / rewards & recognitions
 - Employee satisfaction index to ensure transparent and healthy work environment; improved employee satisfaction score from 3.28 to 4.43
- Designed and implemented organizational communication plan including skips, employee focus group meets
- Setup and maintain sexual harassment committee, Grievance redressal committee, Reporting Violation procedure. Worked towards Great place to work initiatives.

Administration

- Planning and budgeting of administration expenses and minimizing the operational cost through various HR initiatives
- Handled purchases and management of office equipment automation, communication instruments, housekeeping, transport facilities
- Provided administrative support to regional and corporate office teams in coordinating and conducting seminars, events, conferences with foreign delegates
- Handled all statutory and legal compliance as per the laid down norms

- Maintained HR files and employee information records in various databases; managed internal and external audits

Application of SAP HCM / ERP

- Implemented MS Dynamics in 2008, iModule – internally developed ERP in 2011 which is an integrated web based enterprise system to manage day to day business affairs
- Played a pivotal role in testing and implementing various sub modules of HRMS

➤ Jul 00 – Aug 07 **SPLASH / BUOYANT COMMUNICATIONS** Chennai

Aug 05 – Aug 07 *Assistant Manager – HR & Admin*

Jul 00 – Aug 05 *Senior Executive – HR & Admin*

➤ Apr 97 – Jun 00 **APL CONSULTANCY** Chennai

Freelance HR Associate (Startup HR initiatives, legal and statutory compliances, Recruitment)

➤ Mar 94 – Mar 95 **MODULAR ELECTRONICS INDIA PRIVATE LIMITED** Chennai

Personnel Officer - Trainee (Complete exposure of Labour Management, Factories Act, industrial Dispute Act, Welfare measures, Union and negotiations)

IT SKILLS

- MS Office & Internet Applications
- SAP- HCM Certified

ACADEMIC DETAILS

EDUCATION

2012	INDIA INSTITUTE OF MANAGEMENT Executive Education Program in Advance Strategic Management	Kozhikode
1993	UNIVERSITY OF CHENNAI Masters of Labour Management – HR & IR	Chennai
1991	UNIVERSITY OF CHENNAI Bachelor of Science	Chennai

CERTIFICATIONS

2014	Certified ISO 9001:2008 Internal Auditor
2008	Certified SAP HCM Consultant

PERSONAL DETAILS

Passport India, VALID, [Valid USA, B1 visa](#)
Languages Known: English, Hindi, Telugu, Tamil, Kannada,
Address: Pearl Icon, 1st Floor, F – II, # 669, HBR Layout, 1st Stage, 2nd Block, 9th Main,
 Bangalore – 560043, Karnataka, India

LinkedIn Portfolio: https://www.linkedin.com/public-profile/settings?trk=prof-edit-edit-public_profile