

Sandeep Iyer



✓ Sr. Human Resources Professional

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📍 Trivandrum, Kerala

With 8.4 years of progressive, proven experience in Human Resources, achieving cost reduction through HR & niche hiring / employee engagement at various levels & function. My skill includes:

Hiring & Employment Management, Talent management & Talent Engagement, Performance Management, Counselling skills, Business partnering, Negotiation skills, Employee Welfare, Employee retention.

- Expertise in managing the complete Employee life cycle and ensuring amicable relationship among management and employees.
- Proficient in handling reward & recognition, Performance Management, HRIS implementation and HR Policy formulation.
- I understand the expectations of both the management and resources and play a key role in liasoning and strengthen the HRM of the organization.
- I can streamline the existing process or create a new process and set up new practices and methods in recruitment/Talent Management and introduce new hiring methods.

Area of Expertise

Responsible for Full Recruitment Life Cycle: Validating Job Order, Job Specification, Sourcing, Screening, Interview Co-ordination and Follow-Ups.

- HR Business Partner for all HR related topics for assigned teams, directly supporting a span of approx 400 employees including off roll employees.
- First HR point of contact for all HR activities pertaining to the business team for business stakeholders.
- Effective Employee Relations management to resolve issues proactively.
- Handle Grievances of employees as needed by counseling and building measures to proactively eliminate these issues.
- Provide guidance on People processes to employees & Managers, Manage employee lifecycle, gain pulse of on the floor.
- Play a key role in selection of talent and accurate assessment of internal and external talent when participating in interview process.
- Work with business leadership and other HR functions to develop and implement HR processes and initiatives.
- Ensure a consistent employee experience from hire to retire for employees.
- Administer HR policy and programs, Streamline and supervise HR operations like payroll, leave, attendance, onboarding, exit management, benefits administration, HR analytics and budgets to deliver best in class employee services as needed. Build and maintain HR Dashboards for the org independently.

Employment Scan

Currently working with Globiz Technology, Ludhiana – November 2017 till now

Consultant – Manager HR (Supporting from Trivandrum)

- Implementing effective HR processes and partnering with employees and management to achieve the business objective with effective Talent Management, Talent Acquisition and Talent Support.
- Talent Acquisition and Talent Utilization as per the MPP and Project requirement.
- Implementing Performance Appraisal by ensuring adherence of policy and process within timelines.
- Executing all Employee Engagement Initiatives as per plan and within time lines.
- Adherence to governance (Confirmation, Transfers, Attendance, F&F and Polices) as per quality procedure and process.
- Identifying Training gaps in coordination with TMS and ensuring adequate training to employees.
- Reporting on HR Activities.

People Tech Group, Hyderabad - February 2014 till July 2017

Growth Path

Since – Aug 2015 Sr. HR Generalist & HRBP
Feb 2014 – July 2015 Executive – Talent Management

Net worthy Contributions:

- Hired 200 employee's through campus recruitment for our Competency Development Center at Adoni.
- Build HR Automation system (HRMS) to enable the people data access and control systems to strengthen the internal HR systems and integrate the data with Finance and operations.
- Succession planning of Embedded and Mobile Application team.
- Implemented behavioral & technical training calendar across the level.
- Designed the PMS and standardized the performance appraisal cycle for all the employees (700+). Calculated the cost to the resources and derived the hike percentage from the budget based on the revenue of the FY.
- Created a committee comprising a soft skill trainer along with Technology trainers to run class room training followed by Project assignments and evaluation to identify the potential talent at a low cost.
- Designed the applications Talent Management System with the help of internal development team for tracking the efforts, utilization and performance of the resource.

Airvana Networks, Bangalore – March 2012 to January 2014

Net worthy Contributions:

- Adhered to the Minimum wage act amendment by The Gazette of India
- Working closely with ESIC officials for registration of all employees for Medical benefits.
- Managing employee payroll, benefits and compensation.
- Managing employee relations.
- Making sure that site facilities are suitable and well-maintained.

Citrus Hotels Pvt. Ltd., Mumbai - August 2009 to February 2012.

Net worthy Contributions:

- Recruited 100+ employees at Citrus Alleppey (Pre-Opening Property).
- Designed Employees Welfare program and implemented across Citrus Property.

Education & Credentials

- **Master's Degree in Human Resources from Dr. D Y Patil University, Pune in 2009.**
- **BSc. From Goa University in 2006.**
- **Perusing Six Sigma.**
- **Strong communication skills, verbal/written.**
- **Effectively implement HR Programs at scale.**
- **Able to take HR metrics and develop actionable plans.**
- **Able to identify areas for process improvement and potential solutions.**
- **Empathetic to employee and manager concerns.**
- **Able to find solutions through ambiguity by influencing and coaching.**
- **Able to Multi-task with strong planning, organizing and detailing.**

Technical Exposure

- **Office Automation Tools:** MS Office 2000/ 2003
- **HRM Packages:** Greytip, IDS Fortune 5.0

Personal Details

- **Date of Birth:** 27th Jan 1985
- **Address:** DA3, 3rd floor, Promag Pradakhina Apartment, Sreevaraham, Trivandrum – 695009.