



AV ROOPA RAMESH – MBA (HR)

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Human Resources - Business Partner (14+ years of experience)

BRANDS WORKED WITH:

- ✓ Jocata Financial Advisory & Technology Services Private Ltd.
- ✓ Tata Advanced Systems
- ✓ Infosys Technologies
- ✓ Matrix Laboratories Limited
- ✓ Global Trust Bank

DOMAIN EXPOSURE



PROFILE SUMMARY

- Established and streamlined human resources systems & procedures in a fast-paced environment.
- Individually designed & implemented HR policies and PMS initiatives through a collaborative approach.
- Proficient in planning and driving major HR programs / initiatives through metrics.
- Adept at using project management in HR action-based projects, viz. HR-Tech.
- Excelled at driving Talent acquisition, Culture, C&B, L&D, Audits and HRMIS.
- Advised managers on policy matters, appraisal system, cost optimization and culture issues
- Facilitated high-growth operations. Worked with virtual teams & international matrix environment too. (USA)
- Handled HR in medium and large organizations. Good exposure to HR Consulting and Social Impact Assessment

Career Accomplishments:

- ✓ Set-up an **agile HR** with SOPs in a startup environment. Facilitated Culture setting, Career paths exercise and HR Audits
- ✓ Initiated and executed the career paths exercise in a FINTECH startup.
- ✓ Successfully defined and created blue-**print for SAP-HR** implementation within agreed timelines
- ✓ Independently modified an outdated employee handbook and co-developed HR policies and procedures
- ✓ Planned & executed high-impact trainings for Managers, viz: Appraisal process, Grievance resolution, Team handling
- ✓ Efficiently resolved cases of Discrimination, Business Ethics and Sexual Harassment within the firm

AREAS OF EXPERTISE:



EDUCATION

- **MBA(HR)** - Osmania University, 2001 - 75%
- **B Com** – St. Francis College, 1998 - 78%
- **CELTA** (Certified English Language Trainer for Adults) University of Cambridge, 2015

TRAININGS

- Project Management & HR Audits
- Ethics & POSH (Prevention of Sexual Harassment)

AFFILIATIONS

- ✓ **Life Member: NHRD & ISTD**
- ✓ **NCC Glider Pilot and "C" certificate holder (Air-wing)**

EMPLOYMENT REVIEW

HR Manager

Jocata Financial Advisory & Technology Services Private Limited | Since Jan 2017



- Work as end to end HR Anchor for over 350 employees and successfully set up HR function of the organization.
- Aided in the establishment of a performance-based culture. Created guidelines for promotion & salary correction

- Facilitated culture setting, communication regarding values and employee engagement.
- Initiated Learning & Development process as a sub-function in this FINTECH setup.
- Defined HRM strategy, operational policy, team re-structuring plans and compensation changes to meet business needs
- Ensured that all the HR audits, viz. ISO, Client audits such as PWC, EY. etc. went off well

Highlights:

- Individually conceptualized and modified outdated employee handbook and co- developed 10 HR policies and procedures
- Developed a formal Hierarchy and Grades across four business verticals to ensure better career progression
- Conducted workshop on 'Prevention of Sexual Harassment in work place' and 'How to handle Appraisals Effectively'?

Independent HR Consultant | Oct 2013 – Dec 2016

CargomenLogistics

- ✓ Re-worked the Organization structure
- ✓ Set-up PMS with KRAs for effective performance measurement

Desicrew Solutions:

- ✓ Set up HR systems (Higher Education policy, SOPs for confirmation, payroll, leave and over-time, separations)
- ✓ Resolved employee grievances and compliance issues

NICEFIT Careers:

- ✓ Created the employee handbook

First Academy:

- ✓ Conducted workshops on Presentation skills, Business English skills and e- mail etiquette

Deputy Manager – HR

Tara Aerospace Systems Limited, Hyderabad | Aug 2011 – Apr 2013

(a JV of Tata Advanced Systems & Sikorsky Aircraft Corporation)



- Acted as an end to end HR Anchor for 2000 plus employees in three factories (green-field project).
- Worked as PMO-HR and supervised a team of 6 members. Applied project management to the HR function.
- Designed HR policies, Manpower plan and HR procedures in close coordination with diverse business units
- Operationalized Appraisal systems through PMS and executed PMS cycle as per PMO guidelines
- Setup and offered pay-revision guidelines, benefits proposals and compensation plans for select employee groups
- Designed, executed pay-revision guidelines for targeted employee groups (as per market trends) and ensured internal equity
- Served as SPOC for Tata and Sikorsky in HR process excellence. Developed blue-print for SAP-HR delivery.
- Looked after a wide range of employee issues, viz. Ethics, Attendance, Sexual Harassment, Diversity and Workload
- Trained Managers on appraisal process, compensation reviews and grading to sustain employee morale and motivation

Project Manager

Development Sector(Enterprises: SATHI, CAP Foundation, Naandi Foundation and IGNIS Careers)| Aug 2006 – May 2011

- Ensured Program Execution& Monitoring (pan-India)&Social Research. Assisted in fund raising (donors of repute)

Business Process Executive – HR

Infosys Technologies Limited | July 2005 – June 2006



- Involved in on-boarding and communication regarding policies (Career progression, ASHI and more)
- Built strong Employee Relations and organized Employee Engagement plans; Skip level meetings and Brown bag lunches
- Received annual **Appreciation Award** for work done (employee engagement) and initiated the post-separation survey

Senior Executive- HR -

Matrix Laboratories Limited (Currently – MYLAN) | May 2003 –Jul 2005



- Provided assistance to the GM-HR for HR budgeting and Man-power Analysis, team coaching and training delivery
- Closed vacancies by hiring of Doctorates & Post-graduates in Organic, Analytical & Medicinal chemistry domains
- Participated in [Compensation and Benefits survey with Hewitt Associates](#) and tested/implemented the [SAP-HR module](#)

Junior Executive – HR

Global Trust Bank (Currently - Oriental Bank of Commerce) | Oct 2001 – March 2003



Handled end to end recruitment for junior, mid and senior vacancies. Handled Psychometric Assessments and online tests.