Vikas Sharma

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HR Professional with 18+ years of experience in successfully spearheading both HR Shared service Operations and HR Generalist functions across Telecom, Logistics, construction organizations and Educational Institute.

PROFILE SUMMARY

- 18 years of experience with various sector like **Telecom & ISP, Logistics, Project Management, NBFC** and currently working with Education sector.
- HR initiatives for various projects, ensuring alignment with organizational goals and effective resource allocation.
- Vast experience in handling HR Operations, Talent Management, Employee life cycle management, Budgeting, Employee Relations, Compensation and Benefit management. Performance management and HR Shared Service operations including payroll management.
- Productivity enhancement through Talent Segmentation and Partnering through individual developments plans that results in value-added Human Resource Management.
- An ideal team leader with excellent reasoning and interpersonal skills.
- Well versed with modern HR Systems (SAP), PeopleSoft

EXPERTISE

- Talent Acquisition
- HR Analytics
- Talent Management and Engagement
- Performance Management (PMS)
- Project Management
- HR Business Partnering
- HR Operations and HR Shared Services Ops.
- QMS (ISO Certified Internal Auditor)

PROFESSIONAL HISTORY

Deputy Manager | Jan'2020 Onwards
Birla Institute of Technology and Sciences, Pilani

ABG Group

- Regional HR (Senior Manager) |Nov'18-Dec'19|
  Aditya Birla Sunlife Insurance Co. Ltd | Jaipur
- Talent Management & Engagement (Manager) |Feb'13 - Nov'18
  Idea Cellular Ltd. (VIL)| Jaipur

HR Operations (HRSS) (Assistant Manager) |Oct'09-Feb'13|
Tata Teleservices Ltd. |Jaipur and Delhi

HR Generalist (Senior Executive) |Dec'06-Oct'09|
Relogistics India Pvt. Ltd. |Delhi

HR Coordinator|May'04-Dec'06|
Reliance Engineering Associate Pvt. Ltd. |Jaipur

Sales Representative| Oct'03- May'04|
Parle Food Products Pvt. Ltd.| Jaipur

AWARDS & ACCOMPLISHMENTS

- Certified **Green Belt & Yellow Belt TQM Six Sigma Practitioner**
- Achieved **second position Nationally in Brilliant Basics** @Idea Cellular Limited
- Awarded **"Employee of the year" @ Tata Teleservices Ltd**.
- Awarded **Idea Excellence Awards – 5 times**
- **Certified Internal ISO Auditor (9001:2000)** @ Reliance Logistics.

TRAINING PROGRAMS

- BPD Training at Reliance Logistics Ltd, Mumbai.
- "Study of Business System and methods of organization at Anusika Autolite Ltd, Jaipur. (A Group Company of AutoPal Group).
- SAP/ESS & Job Portal Usage Training at Reliance Logistics Ltd, Mumbai.
- Certified internal auditor training for QMS (9001:2000)

KEY COMPETENCIS

⇒ **Recruitment and Onboarding**

- Mass Recruitment for various projects through various sources.
- Leadership hiring – Leadership hiring during the launch of RIPL distribution business.
- Use of Behavioral tool like PI or hiring

⇒ **Project Management:**

- Managed Talent Acquisition and HR Operations for various project in Rajasthan during REAL (Telecom and Petroleum Business).
- Ensure various compliances i.e. PF, ESIC, CLRA as per the organization and statutory guidelines.

⇒ **Manpower Budgeting** - Annual Manpower Planning (Budgeting) including SWP Strategic work force planning for Rajasthan Circle.

⇒ **Performance Management System** – End to end periodic performance review process and payout of ACR and PP for Circle employees.

⇒ **Talent Management:**

- Talent Segmentation and Potential Assessment based on Competencies, IDP Creations, Succession planning to ensuring the right fit for various projects.
- Institutionalization of Leadership Assimilation Exercise using Johari's Window framework

⇒ **Employee Engagement:**

- Rollout of various Surveys, analyzing the results & sharing insights with the circle leadership team.
- Devising & tracking action plans and partnering with leadership team to rollout segmented interventions.
- Rolling out new **wellness centric initiatives** across circle.
- Institutionalizing **Campfire programme** to shift the ONUS of employee engagement towards functional employees

⇒ **HR Analytics:**

- Database management through ERP and other software.
- Preparing various MIS and analysis for various Periodic Review, Manpower Budgeting, PMS, ACR as well as for any specific requirements.

⇒ **Business Partnering:**

- Leading Circle level TQM projects on Employee Productivity & Incentive Earning
- Tracking and Analyzing the revenue per user and provide support to employee to enhance the RPU.
- Conceptualizing & rolling out zonal connect programmes with structured monthly review formats & reward programmes linked with performance parameters
- Partnering with high performing employees, to design individual development goals in line with business goals.
- Conceptualizing and rolling out of Innovator's Council to address ongoing business challenges

⇒ HR Shared Service Operations - Employee Life Cycle Management and Employee Database Management for all employees of Circle, preparation of SOPs etc..

⇒ Statutory Compliances of EPF, ESIC and CL (R&A)

⇒ **Special Projects**

- TSE Productivity improvement
- ASM Incentive Earning improvement
- TSM Incentive Earning improvement
- Improving Wellness Quotient of employees
- Enhancing Engagement level of Talent Pool members

IT SKILLS

❒ SAP ❒ Oracle 11i ❒ MS-Office ❒ Working knowledge of Computer Networks & Internet

EDUCATION

- **MBA (HR & Marketing)** TIT&S Bhiwani (B K Birla Education. Trust), MD University Rohtak, 2002
- **Bachelor of Commerce** Vaish PG College, Bhiwani (M D University Rohtak) 2000
- Pursuing PMP Certification

EXTRA CURRICLAR ACTIVITY

- Actively participated in National Seminars held by TIT&S consecutively for two years.
- Participated in 2nd Junior National 6-A- Side Cricket Championship at Jaipur and Ahemdabad.
- "Overall Study of Working of Store Department and Suggesting better working Methods" at TIT & S Bhiwani.

PERSONAL DETAILS

Father's Name	Mr. Mamraj Sharma
Date of Birth	23rd March 1981
Marital Status	Married
Languages known	English, Hindi
Address	1955, New Colony, Amer
	Jaipur -302028

(Vikas Sharma)