VIKAS SHARMA

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Strategic and result-oriented Human Resources professional with over 18 years of comprehensive experience across diverse sectors including Telecom, Logistics, Project Management, NBFC, and Education sector.

Professional Synopsis

■ 18 years of experience with various sector like **Telecom, Logistics, Project Management, NBFC** and currently working with Education sector.
■ HR initiatives for various projects, ensuring alignment with organizational goals and effective resource allocation.
■ Driving organizational growth through people strategies, leading end-to-end HR Operations, Talent Management, Performance Management, and HR Shared Services.
■ Strategic HR Planning, Workforce Optimization, and Employee Engagement, with a proven ability to design and implement HR frameworks that enhance performance, retention, and cultural alignment
■ Productivity enhancement through Talent Segmentation and Partnering through individual developments plans that results in value-added Human Resource Management.

Organizational Details

Since Jan 2020	BITS, Pilani	Deputy HR (7 CPC G.P.)
Feb 13 to Dec 19	Adtiya Birla Group (ABSLI Since Nov18)	Regional HR Manager
	(Idea Cellular Ltd - Feb 13 to Nov 18)	Manager HR
Oct 09 to Feb 13	Tata Teleservices Ltd	Assistant Manager HR
Dec 06 to Oct 09	Relogistics (India) Pvt Ltd	Sr. Executive HR
May'04 to Dec 06	Reliance Industries Limited (Project Division)	HR Coordinator
Oct'03 to May'04	Parle Food Products (P) Ltd	Sales Representative
Sep'02 to Oct'03	Academy of Commerce & Mgmt	Own Business

Key Responsibilities – Current Role

⇒ **Recruitment – Sourcing, primary screening and finalization of candidate.** Issuance **of offer and appointment letter.**

⇒ **Performance Management System**: Responsible for Goal Setting, PMS completion of employee and backend support for online PMS system to employees.

⇒ **Reward & Recognition:** Effectively conducting various R&R (Reward & Recognition) initiatives across the State.

⇒ **Employee Engagement:**

- Rolling out **employee engagement surveys,** analyzing the results & sharing insights with the circle leadership team.
- Devising & tracking action plans and partnering with leadership team to rollout segmented interventions.
- Scheduling skip level discussions for employees across circle
- Conceptualizing & rolling out innovative engagement initiatives for on-roll and associate
- employees across the circle on a periodic basis, ensuring mass participation
- Rolling out new **wellness centric initiatives** across circle, on a periodic basis

- Institutionalizing **Campfire programme** to shift the ONUS of employee engagement towards
- functional employees

⇒ **Talent Management:**

- Talent Segmentation and Potential Assessment based on Competencies
- Creation of Individual Development Plans (IDPs) and scheduling periodic reviews with
- Leadership team
- Identification of critical roles and implementation of Succession planning
- Conceptualization and roll out of Job Shadowing
- Institutionalization of Leadership Assimilation Exercise using Johari's Window framework

⇒ **Annual Manpower Planning (Budgeting)**

⇒ **SWP Strategic work force planning**

⇒ **Employee Life Cycle Management:** Responsible for **onboarding, confirmation process, internal, job movement,** issuance **of employee bonafide letters, exit management.**

⇒ **Employee Database Management**: Managing the Master employee database, personal files and updation of data base in ERP (Peoplesoft).

⇒ **Business Partnering:**

- Leading Circle level TQM projects on Employee Productivity & Incentive Earning
- Conceptualizing & rolling out zonal connect programmes including 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

⇒ **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
- Designing & Implementing 2-day long Talent Conclave
- Swasthh Idea Campaign

Achievements

- 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.

Additional Competency Highlights

⇒ **SAP-HR**: - Organization Management in **SAP (PO Module**) & Employee Life Cycle Management in SAP **(PB & PA Module). Payroll Simulations** and payroll grievances handling.

⇒ **SAP Transaction & Process Audit:** Responsible for monthly audit of SAP transaction and payroll updation.

⇒ **Statutory Compliance:**

- **Statutory Compliance of EPF & ESIC:** Responsible for employee nomination, submission of challans, Returns etc. Also responsible for assuring Compliances of the Contractors.
- **Statutory Compliance of Contract Labour (R &A) Act:** Responsible for registration of Principal Employer, Issuance of Form V etc.
- **Statutory Compliance under Payment of Gratuity Act, Minimum Wages Act, Bonus Act etc.**

Professional & Academic Qualification

- **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

Technical Proficiency

MS-Office, HTML, **SAP-HR (System Application Product), Peoplesoft** and also having a working knowledge of Computer Networks & Internet.

Training Programme

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

Extra-Curricular Activities

⇒ 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.

⇒ Participated in 2nd Senior National 6-A- Side Cricket Championship at Ahmedabad.

⇒ **Working on a project for TIT & S Bhiwani for its store department "Overall Study of Working of Store Department and Suggesting better working Methods".**

Personal Details

Father's Name	Mr. Mamraj Sharma
Date of Birth	23rd March 1981
Marital Status	Married
Languages known	English, Hindi
Address	325, New Colony Behind Old Police Check Post Kunda, Amer, Jaipur-303101

Vikas Sharma