MANJUNATH.T

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OBJECTIVE

Seeking a challenging Environment that encourages continuous learning and creativity that provides exposure to new ideas and stimulates personal and professional growth in Leadership role

SUMMARY

Overall 14+ years of professional experience

10+ years of experience in HR Ops- End to end in Accenture Pvt Ltd
& Presently working as HR Associate Manager

Hardworking, Dedicated, Enthusiastic, Responsible, Comprehensive problems solving abilities, Ability to deal with people diplomatically, willingness to learn, Team facilitator.

1) Success hands in SAP (ELS) Data Management in HR and operations apart end-to-end HR Skills

2) Mentoring and leading programs/process towards ensuring successful completion apart addressing issues

3) Handling critical escalations and people management at different levels apart org and self rapport

4) Involved in HR Transformation process implementation following best practices apart Leadership Skills

5) Accountable for mentoring, training, managing SOP, management/ analyzing critical data & reports, confidentiality, business development apart working towards Client Satisfaction

EXPERIENCE

Jul'16 till date : Inventors India Research Foundation (IIRF) : (HR - AM)
Sep'05 till Aug'15   : Accenture (HR - Team Leader)
Sep-05 To Feb-06   : Team Lease Services under contract with Accenture Pvt.Ltd
Mar-04 To Jul-05   : Arham IT Solutions, Mysore
Sep-02 To Mar-04   : Blue chip, Mysore.

Accenture Experience   :

Since joining Accenture been into different processes within HR Operations from On boarding till Exit as SME/Team Lead at different levels gaining 10 + years of experience into HR

HR Database (SAP Fin & HR Tool) --

 Got opportunity to have hands on SAP (specialized in HR and Finance) tool which is a global HR database at Accenture for maintaining all employee records across India capturing all major fields demanding high accuracy leading to huge impact if missed on accuracy and TaT

- Being Team lead (SME role) look after of all transactions to happen in the tool timely & accurately
- Preparing and updating process documents apart streamlining
- Presenting monthly achievements with leadership in biz ops meet
- Interacting with Accenture global team in relevance to SAP tool apart trust build
- Setting objectives to the team members
- Team mentoring and helping them in reaching their goals
- Identifying any process gaps and put permanent fix
- Conducting connects with stake holders over process improvements inducing good rapport apart positive credibility build thru cost effective measures
- Managing TAT closely with team members and raising flag upon discrepancy
- Create positive environment within team leading better outcome
- Arriving TAT structure with different stakeholder and handling escalations
- Support timely audits thru managing compliance

Achievements impacted cost saving, time saving, FTE saving induced organic growth absorbing new transitions led winning Dream Team, Excellence & Good Samaritan awards

a. Being India PA(personnel administration) lead user played vital role in CaA(careers at Accenture) launch and won Dream Team Award
b. Yellow Belt project on one of SoX control specific to joining bonus increased cost effectiveness
c. Automation of BPO deal transfers
d. Leave of absence automation
e. Reports automation
f. Location changes interface (tool talk)
g. Lend hands on Abacus tool automation for Bangladesh and Sri Lanka geography
h. Supported new process Transitions for Sri Lanka/Bangladesh/Prion/Procurian
i. Single handed transitions performed for BPO Org unit(business hierarchy) creation
j. Did played major role in Allsec (payroll tool) single sign on project
k. Major support provided in myrequests approach launch managing tickets
l. Took sessions to GCP HR and other geography over GCP direct hire process and issue analysis
m. Led major transition of NA GCP (North America Global Career Program) to India SAP
n. Attended yellow belt training
o. Led Enterprise & Consulting workforce ID gen and change request automation
p. Have successfully provided closures on unique critical reports to comp team that been never worked in past
q. Supported in huge chunk of CECP (cross entity career program) movements due to business needs in one shot avoiding cost implications
r. Supported project specific to access deactivation (all entities) from security standpoint

In a stint with Payroll and Comp & Ben Team, have supported and gained sufficient knowledge over Managing Payroll Administration
Payroll –

- Handled different clients payroll with different policies
- Timely validations of finance inputs as per company CTC definitions and other inputs
- Performing quality checks of all relevant deliverable
- Handling escalations and system issues
- Validation of MIS reports
- Managing routine and haddock reports apart urgent query resolution
- Did IT investments and proofs verification
- Responsible for on time release of form 16 to all employees
- Interacting and resolving employees queries specific to IT matters
- Ensuring proper maintenance of records and back up documents
- Maintenance of off cycle payments, reimbursement details
- Filing of statutory challens and returns
- Communication with clients and resolving their queries
- Motivating and training the executives for smooth functioning of processes

Compensation and Benefits Team --

- Preparing variable pay list basis various slabs for eligible employees thru working with respective HR and business
- Working on arriving FP details for re hire employees
- Performing FP calculations for cross entity and Internal Job Posting short listed employees
- Calculating hikes for promotion cases thru liaising with project leads
- Looking uploads of compensation (annual hike, bonus) letters on tool within specific timeline

Sharing compensation data with HR database team and performing recons to ensure accurate data available on tool from compliance standpoint

Exits –

Achievements –
a. Using technology making different tools talking each other restricted manual entries on every tools managed by different teams leading enormous time and FTE saving. Saved FTE utilized absorbing new process
b. Streamlined absconding initiation and follow-ups process avoiding financial implications
c. Automation of credence letters requests, RAL reduced paper cost and turnaround time
d. Certain tool enhancements ideas resulted in streamlining process avoiding uncertain time lags
e. Ran huge project towards employee exit satisfaction resulted gain in numbers of brownie exits

Employee Connect Services --

Achievements
a. Initiated idea of conducting Fun activities towards employee satisfaction triggered huge success
b. Connected with business triggering prior events information towards pre preparations
c. Idea of FAQs made available in common sites from different process/teams increased call efficiency leading decrease in time lag
d. Key point sharing wish mailers to employees, specific day celebrations etc witnessed employee satisfaction to better extent

Field HR Services –

Global Career Program (GCP) – on requirement this program is for techies who can work with different projects in company based out of different geographies

Achievements

  a. Automation of GCP tracker led time saving and increase in accuracy
  b. Initiated Idea tool process that led flow of all kinds of ideas from different team members irrespectively helped lot in improvising many processes
  c. Automation of GCP template forced lesser time and FTE savings

BPO Transfers, Rewards & Recognition –

Achievements

  a. Channelized the process for transfers which avoided confusion and haphazard reach provisioning comfortable hassle free process
  b. Transfer tool enhancements made job easier to considerable extent

Performance Management Team –

- Managing accurate Arex details metric in HR database for conclusion over promotion
- End to end Performance tool management
- Triggering mailers & sharing performance completion status report to deal leads
- Releasing promotion mailers and adherence to data sensitivity/confidentiality
- To work with business and employee HR representative while in ratings and compensation decisions apart managing promotions letter uploads on tool

Recruitment Team –

a. On boarding Team –
Achievements

  a. Initiation of Automation of NHT preparations led zero ambiguity, time saving, increase accuracy and FTE saving to certain extent
  b. Idea of new employee survey feedback saw considerable amount of process improvement
  c. Assigning buddy and check list with pre build steps led chaos free connect between both hiring team and new joiner

b. Sourcing & Screening Team–
Achievements

  a. *Ideas* – reduce in candidate not reachable cases
  b. Improvised quality sourcing and screening led business getting better talent hire
  c. Understanding business needs while in initial demand raise led reduce in sourcing time
  d. Soft copy docs availability reduced quantum time in BG check initiation for pre offer cases
  a. Was part of huge project for collecting CVs and initiating BG check for offer pending cases with closure on specific time line led avoiding huge business impact

Background Check—

Achievements

  a. *Ideas* – standard tool development led BG cases report status and closures on real time basis reducing delay and resource reaching issues
  b. Digitization of docs reduced manual follow ups leading delay in BG initiation

Employee Relationship & Policies Team --

- To work with HR database team in getting location data of employees routinely
- Performing recons and prepare tracker for sharing data with labor department
- Eye on facilities to abide as per labor law implications
- Keeping tab over accurate employee data basis facility is featuring on tool in accordance to new joiner and transfers
- Audit support`
- Addressing employee concerns to closures

Documentation Team

Had been in the process of documentation team (recruitment stage & on board related) in Accenture that comprised of handling documents regarding all entities which in turn pertains to capture the mandatory and the essential details of the personal who gets inducted to the company so as to get information in the finger tips

Reports:

Initiation:

Follow-ups:

Tracker updations:

Current Experience –

Inventors India Research Foundation (IIRF) : Jul'16 till date

IIRF is a start -up company with a cause of promoting innovations within India and act as catalysts by identifying and incubating core engineering projects having positive social impact on the society. I've been working here as HR Associate Manager with responsibilities of admin apart leading end to end HR operations

Achievements

a. Single handed in creation of different teams from smother & hassle free operational standpoint of company being new
b. With director led recruitment of different department heads as a start up
c. Conducted twin city relay event between Bengaluru and Mysuru as part of fund raising and support Inventors India
d. Created teams and relevant hierarchy along with standard operating procedures
e. Coordinated with marketing head in building fund raising sponsorship documents for conducting athletic sports event part of fund raising
f. Liaising with media head in preparing media documents for event rights
g. Connect with celebrities for leveraging events absorbing more participation
h. Along with techie designed website for organizing event
i. Sending mailers to all corporate covering South India as part of South Zone event with plan of conducting for all 4 zones apart one final event
j. Connecting different corporate company HRs for having employees participating in athletic event with a social cause thru contributing Man hours
k. Worked with Karnataka Athletics Association for bookings
l. Along with Director carved plan of end to end events

Sep-02 To Mar-04: Blue chip, Mysore.

   Roles Performed:

1) To receive & maintain the data from the client like USA,UK for data digitization apart error check

Mar-04 To Jul-05   : Arham IT Solutions, Mysore.

 Roles Performed:

1) To maintain and update the details of client regarding their product and training freshers
2) To verify the end product for the required specifications from the Client apart Quality Check

Sep-15-05 To Feb-28-06: Team Lease Services under contract with Accenture

   Roles Performed: 1) To maintain soft copy of each and every employees with different trackers

                2) Handling induction feedback forms for soft collations, maintaiing bank data of employees, handling training sessions for PD team, managing offer accept documents for BG check

EDUCATION:

Primary   : Sharada Vidyamandir Bengaluru 1984

S.S.L.C   **:** Arvinda High School, Hassan.1992

P.U.C   **:** Govt. College, Hassan.1994

TECHNICAL   **:** Diploma in Computer Science &Engg. D.Banumiah's Polytechnic, Mysore. 1999-2002

MCA (correspondence) : Sikkim Manipal University 2007 – 2009

COMPUTER SKILLS   **:**

Operating System - Windows 95, 98, 2000, Xp, 2007, 2010

Languages & Software - Basics,C, C++, Java, Oracle, MS Office, Asp, .net

PERSONAL PROFILE:

Date of Birth	**:** 29-Jul-1978
Nationality	**:** Indian
Martial Status	**:** Married
Language Proficiency	**:** English, Hindi, Kannada, Little Telugu and Tamil
Personality Trait	**:** Hardworking, Challenging, Confident , keen to learn new things, quick learner
Extra Curriculum	**:** Sports, Knowledge Seeking, Reading

                                         Yours Faithfully,

                                         Manjunath.T