Vishwanatham

MBA, CHRM, PMP – U.K.

HR Business Partner -HR Talent Manager

Vishwanatham-392497@2freemail.com

Visa Status – WORK VISA –DUBAI, UAE

**Career Précis**

A dynamic **CERTIFIED Human Resource Manager (CHRM)** with over 12 years of progressive experience in turnaround and rapid change environments, Process Transitions, Business Development Arena sustaining Client / Management Relationship. Creating impact as **HR Business Partner** with proven ability to function as a Strategic HR Business Partner leading and managing the HR portfolio in Business environment.

A result driven, solution-oriented **HR practitioner** with a proven track record in successfully navigating the Business environment and delivering high impact, value added HR initiatives. Self-motivated with the ability to excel in a fast-paced environment, communicate effectively at all levels, manage competing priorities and adapt readily to new challenges.

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|  |  | **Areas of Expertise** |
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|  HR Talent Management & Engagement |  HR Policy, Process & Systems Design |
|  Employee Relations & Retention |  Employee Relations & Grievance Redressal |
|  Employment Law & Compliances |  Global & cross-cultural Awareness |
|  | Performance Management |  Staff Coaching & Mentoring |
|  | Learning & Development |  Change Management |
|  | Corporate Communication |  Workforce Planning & Development |
|  Employee Relations & Diversity |  Employee Induction, Joining & Separation |

**Handled as HR Talent Manager**



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|  | **Clients** |  | **Span Covered** |  | **Verticals** |  |
| Face Book, Google, Apple | 3200 |  | Technology |
| Credit Suisse, UBS, Grosvenor Capital | 430 |  | BFS |
| Hartford | 270 |  | Insurance |
| Novartis | 40 |  | Life Sciences |
| Modernizing Medicine, Nation Star | 130 |  | Healthcare |
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**Key Responsibilities**

**OBS Group: (July’ 18– Till date): Dubai, UAE**

Currently working with OBS Group LLC as Business Analyst.

**Cognizant Solutions India Pvt. Ltd:**

**Role – HR Business Partner - HR Talent Manager (Feb’ 12 – Feb’ 18): Tenure – 6 years**

* Handling a team of **3200+ associates** covering **Technology, BFS, Banking & Lending, Life Sciences and**

**Insurance, Healthcare verticals**

* Successfully handled a **rebadging of 500 plus** associates for Google project from Technology vertical
* Managed **3 different locations** remotely & **6 different locations** of Cognizant office locations
* Reduced **attrition** to an extent **of 9%** covering all the verticals under the span
* Nominated for **Business Catalyst excellence award** from FACEBOOK- Client for the 3rd quarter of 2017
* Dealing with Job Abandonment, Resignation cases, Retention discussions and Exit formalities in coordination with Separation team
* Facilitating HR Policy Orientation Sessions (Induction)
* Handling Internal Job Postings by coordinating with Global Work Force management team
* Handling Performance Improvement Plan (PIP), Administration of Grievance Handling by conducting skip level meetings, addressing the queries, making note of action items and ensuring that action is initiated and followed till closure
* Preparation of Dashboards, Analysis of data/results/observations of Skip Level, Team Huddles and One to One Meetings
* Providing a patient hearing to employees and making sure that relevant ideas and suggestions from all levels are implemented without much delay
* Ensure the timely and unbiased execution of the Rewards & Recognition programs
* Interacting with Internal Customers/ External Customers(Clients)/ Leadership team
* Initiate and conduct timely investigations, prepare documentation and make recommendations for retention measures to control attrition, employee engagement & benefits, compensation and discipline issues
* Facilitate leadership connects in timely fashion to make sure the employees are motivated and driven towards work daily
* Working on EWS (Early Warning System) along with Operations and Identifying effective ways to retain employees
* Worked with various internal stakeholder for cases pertaining to POSH (Prevention of Sexual Harassment), Data leakage, Misconduct and drive them to closure
* Conducting regular surveys and dip-sticks Identification and implementation of employee friendly policies Performance Management- Compilation of PMS output in identifying developmental areas & career plans
* Effective co-ordination with other departments (Separation / Finance etc.) to help resolve employee queries
* Handling Performance Management through Annual Appraisal
* Coordinating Fun at work on weekly basis
* Supporting Corporate Social Responsible activities Meet with department heads to identify weak performers and coordinate with training team to check for training solutions.
* Liaise with HODs to plan for periodic training needs to be covered throughout the employee journey.
* Offer help and consultations to employees struggling with performance and analyze the big rock to suggest training solutions if applicable



**India Infoline (P) Limited:**

**Role - Team Manager (Jun’ 08 – Feb’ 12):**

* Formulate strategic decisions regarding branch development which entails recruitment, capacity utilization, product diversification as per organizational guidelines.
* Formulate cost structure associated with budget projections and risk analysis ensuring a seamless operational process.
* Solely monitored the process performance involving activation, administration, customer service by enhancing the processes as per organizational systems and procedures.
* Formulated and implemented MIS procedures and various formats for an effective reporting process ensuring data accuracy.
* Organized personality development classes in the branch with the main objective of motivating and gaining knowledge for enhancing productivity.
* Accountable for executing operations as per organizational standards ensuring efficiency in the functioning process of the branch.

**ICICI Securities Ltd:**

**Role - Senior Relationship Manager, Grade Title: Assistant Manager (Jan’ 07 – May’ 08)**

* Accountable for preparing MIS, Performance Metrics, Status review, Projections and Forecasts for formulating future course of actions as such to emerge the business venture.
* Involved in Performance Evaluation & Accreditation of Team Members for fostering their performance to achieve goals set by the organization within stipulated time frame.
* Organize Business meeting with senior managers.
* Involved in training, development & presentations to team members, corporate staff and potential customers.

**CIPLA Ltd:**

**Role - Territory Manager (Jun’ 05 – Jan’ 07)**

* Acting as a panel member for Product management team and head office to address the current issues improve the existing promotion system
* Coordinating with Product Managers at head office, developing strategies to improve the ease of marketing team
* Be responsible for making presentations about drugs to Doctors explaining the benefits
* Responsible for expanding the Doctor base prescribing medicines of the company
* To be responsible for expanding the distribution channel and expand outlet presence in unrepresented areas
* Responsible for preparation of MIS & field reports of executives

**Education**

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|  |  |  |  |  |  | ✓ | **Master of Business Administration** | **Distinction** | **2004** |  |
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|  |  |  |  |  |  |  | Vishwa Vishwani Institute of Systems and Management |  |  |  |
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|  |  |  |  |  |  | ✓ | **Bachelor of Commerce** | **First Division** | **2002** |  |
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|  |  |  |  |  |  |  | Osmania University |  |  |  |
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|  |  |  |  |  |  | ✓ | **Higher Secondary School** | **First Division** | **1999** |  |
|  |  |  |  |  |  |  | Board of Intermediate Education A.P. |  |  |  |
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**Certifications**

* **Certified Human Resource Manager –** Certification from **CPD- United Kingdom**
* **Certified PRINCE2 Professional** –Project Management - **United Kingdom**
* **Certified in Interview Skills Workshop** from Cognizant

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|  | **Personal Information** |
| **Date of Birth** | 28 Oct 1981 |
| **Marital Status** | Married |
| **Languages Known** | English, Hindi, Telugu |
| **Nationality** | Indian |
| **Visa Stampings** | **USA- H3** visa & **Singapore Employment Pass** from Cognizant |
| **Countries Visited** | Singapore, Malaysia, Thailand and Philippines, Dubai-UAE |
| **Visa Status** | **Work Visa, Dubai - UAE** |