



Professional HR Development

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HR Professional

PROFESSIONAL HR DEVELOPEMENT

“ STEP TOWARDS DEVELOPMENT.....”

Objective

To deliver customized employee benefit plan and HR technology solutions that uniquely fit the goals of each organization with Innovation thinking and Interventions.

Working with HR Consultant

- HR consultant involves a formal or informal developmental partnership where employees receive information, advice, and guidance from an experienced professional, who has expertise and a strong desire to help employees grow in their jobs. The consultant is not a supervisor but a person with whom the employee can communicate freely and honestly without concern about being evaluated.
- Helps company to set up HR Department with complete evaluation of Current structure
- Making Benefits Plan for Employees based upon the various factors
- Manpower Planning as per cost hire strategy
- Designing HR Policy Manual, SOP – Standard Operating Procedures, forms & Formats
- Increase the productivity of employees and improves the efficiency of work.
- Help in Maintaining Statutory compliance for employees & workers
- Training Employees based on GAP analysis
- Cost optimization
- Performance Management
- Conducting various intervention based on the need after GAP analysis
- Creating & developing Talent Pool

PROFILE SNAPSHOT

Human Resource Professional with nearly with 8.5 years of experience in Recruitment Agency, IT & Manufacturing Industries. I have got exposure and hands on experience in most of the functional areas of HR. Proven ability to understand the Business needs and provide the appropriate programs and interventions. Currently focusing on enhancing the skills in Strategic HR, which helps the organization to convert resource as asset. Strong blend with generalist experience to fill the gap between Employer Employee relationships

SKILLS

- Talent Acquisition
- Personnel Development, Organization development
- HR Analytics
- Strategic HR
- Employee Engagement
- Performance management, Employee counseling, Training and HRIS

Current Assignments

- Working with various Manufacturing Companies in setting up the systems and processes required for business.
- Ensure talent engagement & development activities through Performance Management, Reward Management, Career Development, and Culture Building. Responsible for execution of HR initiatives, Employee engagement initiatives, along with managing employee relation activities, advise managers on employee issues
- Plan succession for every critical role in the business
- To work on operational improvement initiatives
- Strong HR Business Partner
- Consulting and advising on the Resource Management
- Disruptive HR Practices in startup
- Strategy in Talent development
- Streamlining the systems and processes
- Statutory Compliance

Area of Expertise

- **Recruitment** – Matching “needs” of employers with “best” qualified candidates by
Conducting job analysis, job evaluation resulting in quality job specifications and work -flow benchmarks
Candidate Screening; conducting background checks; verification of references and extensive screening
Done by various recruitment sources – Agency / Social Network /Job Portals
- **Talent Development, and Employee relations**
Supervisors, Managers and Employees – Training & Development programs customizing for the needs of the organization; includes mentoring & coaching skills, how to solve performance problems, dealing with conflict and problem solving, effective team building, ensuring legal compliance while hiring right candidates and avoiding harassment in the workplace
“Building the future programs “– customizing strategic planning program to help organizations and business owners who are dealing with growth, mergers and/or change
Transition Assistance – assisting organizations in downsizing events- providing career readiness tools; resume development, interviewing skills, and job search techniques
Providing insight and direction to business owners, HR Managers and supervisors in resolving employee relations issues; often participated in disciplinary actions by providing guidance to management
- **Audit, compliance, policy, compensation, performance management**
Audit and review of workplace, employee and management policies /handbooks, designing, developing and implementing updated policies/handbooks
Performance management – experience in analyzing, designing, developing and implementation of new performance evaluation solutions, often linking with job specification competencies, pay for performance initiatives

Compensation plans reviews – benchmark with the similar industries