

# SHEETAL PRIYA

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## Career Objective

I am a seasoned Human Resource specialist with over 4 + years of experience. Performance-oriented professional with expertise in Management roles, covering multiple areas of HR discipline (Recruitment, On-boarding, Talent Management, employee Relations and Global Mobility) acting as a Resource Manager to achieve smooth functioning of business operations.

Resourceful and imaginative in achieving results. My strengths also include business acumen and interpersonal Savvy.

I am looking forward to working with teams who are disrupting the current norms by fusing innovation and human excellence.

## Work Experience

### ***Senior Executive (Wipro)***

***Sept 2020 – Till Date 2020***

#### **Talent Manager**

- Responsible for Hiring, On-boarding, Stakeholder and Vendor Management, Delivering Orientation programs and Exit interviews.
- Creating workforce management forecasts/staffing analysis, scheduling, budgets and planning.
- Maintaining key hiring metrics for measuring efficiency of hiring at regular time intervals (TAT, Source Utilization, Requisition: Quality of Hire, Gender diversity)
- Taking Decisions on the sourcing channels like staffing through internal resources, skilling, direct recruitment, contracting, contract to hire, and campus hiring.
- Making strategy for some of the key deliverables which need plan and execute processes around the Demand forecasting (Campus Deployment and Bench Management)
- Sole responsible for Escalation and Grievance Management.

### ***Senior Executive (Wipro)***

***May 2017 – Aug 2020***

#### **Competency Manager – South Region**

- A team Manager with the responsibility of more than 800 employees.
- Hiring, On-boarding (includes orientation Sessions), Cross skilling and upskilling and tenure management
- Frequent Client visits and understanding the challenges and coming up with an adequate action plan.
- Skill Gap Analysis, Planning Trainings and publishing regional Training calendar (Both Soft Skill and Technical).
- Planning certification courses of the niche skills, with Vendors as per the forecasted business requirement. E.g. Cloud Computing, Linux, AWS etc.
- Diligently working on core Competency initiatives; such as ITIL, WPMP, Trend Next etc.
- Escalation management and Grievance Management
- Responsible for driving HR activities, such as Employee Engagement activities, and Performance Management

**Senior Executive (Wipro)**

**Nov 2016 – April 2017**

**Global Mobility US Geography**

- Interviewing the talent pool for the position availability at onsite.
- Working effectively on L Blankets, Extensions, Transfers, Amendments, RFE's, Premium Upgradation Change of Status, H to L Conversion and Withdrawals.
- Reporting to the Senior Level Managers and suggesting ways to improve the approval ratio.
- Effectively managing the departmental allocated budget.

**Skills**

- Recruitment and On Boarding
- Stakeholder Management
- Talent and Competency Management
- Employee Engagement and Employee Relations
- Training and Development
- MS Office (Word, Excel/Power point)

**Certifications & Achievements**

- CHRMP - Certified Human resource professional (Advanced from Pearson VUE – 80%)
- BEST RESOURCE MANAGER - Q4 (01/2020 - 03/2020)
- NextGen-STAR OF THE MONTH (08/2017 - 10/2017)

**Education:**

- **EPGDBM** from Symbiosis International University (2016-2018)  
Specialization - Work Force Management
- **BBA** from Andhra University (2013-2016)

**Languages**

Hindi, English, Telugu and Bengali

**Interests**

Dancing, Cooking, Trekking and Travelling

**Internships**

- Project management Office-WIPRO
- Learning and Development-TATA Power
- Career Development-Timken India Limited