

## Shashank Valala

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### Career Synopsis

HR Generalist with 9+ Years of rich experience in various vertical/industries such as Engineering, IT and Global Shared services.

### Skill Set

Talent Acquisition/Recruitment	Orientation & On- Boarding.
Compensation and Benefits Administration	Payroll and Leave administration.
Employee Relations & Engagement activities	Statutory and Corporate Legal affairs
Performance Management	Immigration and Visa.

### Professional Experience

#### Solenis (Global Shared Services) - Hyderabad, India

Solenis, headquarters is located in Wilmington, Delaware, USA, Formerly Ashland Water Technologies, with a team of 3,500 professionals in 118 countries across five continents. It operates 40 manufacturing facilities strategically located near customers around the world. We also have two leading research and development facilities located in Wilmington, Delaware, and Krefeld, Germany.

#### HR Generalist: May 2016 to till date (Contract Role)

- Responsible for end-to-end recruitment, on-boarding, induction and employee orientations, offer negotiations across Pan India for different functions and verticals.
- Responsible for benchmarking the new positions with reference to global transitions.
- Drafted job descriptions across all levels and categories. Shadowed and interviewed employees to construct an accurate picture of the duties and skills required for each position.
- SPOC for all global stake holders with respect to hiring, credential management and orientation.
- Grievance handling and disciplinary actions: interaction and coordination with other functions for interventions for employee issues when needed.
- Instrumental in giving various inputs to management to formulate the recruitment budget, HR policies and procedures.
- Responsible for Salary negotiations across all functions and verticals for PAN India.
- Responsible for Salary inputs, Statutory compliance, Insurance etc.
- Heading the training and learning initiatives team.
- Planning employee engagement activity calendar for the year
- Execution of employee engagement activities at different levels to motivate employees.

### Neptune ERP technology — Hyderabad, India

Neptune ERP Technology is a product development company, primarily geared towards development of next-gen ERP & Retail system. We are a subsidiary of Neptune Europe Ltd headquartered in UK with offices across Europe, China, Hong Kong and India.

#### **HR Generalist: July 2015 to November 2015.**

Responsible for the company's entire recruitment process, and for interacting with all levels of managers concerning HR projects, policies benefits, compensation and operational decisions.

- As an Individual contributor responsible in managing offshore development office in terms of HR and Operations.
- Responsible for end-to-end recruitment, selection process including planning for human resource requirements with leads across different functions.
- Build partnerships with the senior management in UK to develop and implement recruiting plans to staff open requisitions while minimizing cost per hire and hiring time.
- Instrumental in giving various inputs to management to formulate the recruitment budget, HR policies and procedures. Take part in conducting variance analysis to determine difference between projected & actual results and implementing corrective actions.
- Grievance handling and disciplinary actions: interaction and coordination with other functions for interventions for employee issues when needed.
- Responsible for LMS, PMS and Pay Roll administration.
- Responsible to maintain, draft and document companies legal and statutory records.

### iCool Technologies (CMMI level-3) — Hyderabad, India

Services offerings include business and technology consulting, application development services, systems integration, product development, IT infrastructure and business process development.

#### **Assistant Manager - Human Resource: January 2013 to July 2015 (150+ Employees)**

- As an Individual contributor responsible in managing 2 offshore development offices (Hyderabad and Pune).
- Worked with senior management to create HR policies and procedures; recruit employees; create group benefits databases; and develop orientation, training and incentive programs. Manage personnel records; administer benefits enrollment and programs; administer HR budget; and handle HR generalist workplace issues.
- Played a key role in ensuring the successful launch of Structured, implemented programs and policies in the areas of training, compensation structures, benefits packages, incentives and new-employee orientation.
- Wrote employee manual covering issues including disciplinary procedures, code of conduct, Leave policy and benefits information.
- Introduced company's first formal performance review program, creating a flexible and well-received tool to benefit the management in validating the employee accurate performance.
- Revised job descriptions across all levels and categories. Shadowed and interviewed employees to construct an accurate picture of the duties and skills required for each position.
- Reworked new-hire orientation program to include HR information and company resources.

- Ensure that 100% of the grievances are resolved within predefined time frame set for the grievances & the Escalation Matrix is followed.
- Coordinating with all managers/Leads in all employee related issues regarding employee investigations, absence issues, grievance and discipline etc.
- Initiate and conduct timely investigations, prepare documentation and make recommendations for corrective/disciplinary actions.
- Ensure that all the policies of the company are effectively communicated and adhered to should be able to work on and bring continuous process improvements.
- Monitor existing HR Service Standards and re-work if necessary
- Planning employee engagement activity calendar for the year
- Execution of employee engagement activities at different levels to motivate employees.
- Extensively worked on US Business Visa/H1b for the employees. Responsible for visa documentation, ticketing and forex.

#### **Key Results:**

- Condensed companies' expenses in thousands of rupees every month by reducing reliance on employment/consulting agencies. Brought the majority of formerly outsourced recruiting functions in-house.
- Negotiated approximately 40+ salary offers and dozens of sign-on bonuses/relocation packages annually at both the Middle and Senior level positions.
- Played a key role in setting up a new Product Development team.

#### **Mold-Tek group of companies — Hyderabad, India**

- Mold-Tek Technologies Ltd
- Mold-Tek Packaging Ltd

USD 50 Million Group, Mold-Tek Technologies is a leading Engineering Services provider in Civil, Structural, Mechanical Engineering, IT and Packaging services.

#### **Assistant Manager - Human Resource: March 2008 to August 2012 (500+ Employees)**

Played lead role in areas of Recruitment/Talent Acquisition, Employee Relations, Role transformation, Compliance, Benefits, Engagement, Work Group dynamics, HR Policies etc.

#### **Recruitment/Talent Acquisition (India, USA & Europe Region)**

Performed a variety of interactions with the Business Group Managers & Associates to fulfill Business targets (Q/H/Y) in terms of hiring lateral and fresh engineering talent and on issues related to HR policies and processes. Ability to create new recruiting strategies and explore alternative approaches.

#### **Performance Management**

Provided advice and counsel on complex performance management issues. Partnered with the associates, manager and other business leaders to address performance gaps and facilitates discussions/ process to assess appropriate action. Guided Managers on all aspects of performance management including feedback.

#### **Employee Relations**

Participated in design and implementation of various employee relations programs. Organized priorities and resolved issues of employees with appropriate course of action. Partnered with seniors on sensitive complex

situations that have potential for broad exposure. Partnered in driving employee engagement programs through proactive and structured interventions.

### **Policy/ Procedure/ Employment Practices**

Consults on whole range of HR policy & progresses. Supported managers in applying HR policies on moderate to high risk situations. Consults on Workforce Relations matters and plays key role in reviewing policy revisions and in managing policy revision projects.

### **Talent Management**

Served as a resource on competencies & development tools for managers and associates and have been responsible for elements of on-boarding, internal talent movement and exit processes. Involved in designing and implementing career and talent movement programs.

### **Rewards**

- Assisted managers in utilizing rewards programs to motivate and recognize teams for their contribution. Partnered in implementation of the Annual Performance and employee bonus.
- HR Program Effectiveness & Process improvement
- Contributed to develop/ refine HR programs & processes through quality improvement interventions.

### **Visa/Immigration**

- Extensively worked on US, Schengen and Australia Visas for the employees, also on ticketing and Forex.
- US - Experienced in handling H1B and B1/B2 visa
- Schengen - Experienced in handling Work Permit and Business Visa
- Australia - Experienced in handling Business Visa.

### **Key Results:**

- Hired 300 + engineers in span of 4.6 years
- Played a key role in new verticals inception of Mechanical Engineering and e Commerce.

### **Education & Certifications**

#### **POST GRADUATION - WIGAN & LEIGH COLLEGE INDIA – Hyderabad**

- **Post-Graduation Diploma in Business Management-HR(PGDBM): 2006 - 2008**

#### **GRADUATION - OSMANIA UNIVERSITY — Hyderabad**

- **Bachelor of Science (BSC), 2006**

### **CERTIFICATIONS:**

- **HR Analytics -IIM Rohtak-2018.**

**Date:**

**(Shashank Valala)**