

## PURNIMA IYER

purnima.iyer84@gmail.com  
9930336552  
Koparkhairane, Navi Mumbai  
DOB:16.02.1984

### SKILLS

- Organizational
- Communication
- Negotiation & Multi-Tasking
- Decision making
- HR & Ops management
- Agile & Resilience

### EDUCATION

- PGDM – HR/Corr.  
Welingkar Univ 2018-20
- PGDM – Operations/Corr.  
Welingkar Univ 2009-11
- BACHELOR OF ARTS-  
Psychology Hons.  
University of Sambalpur  
2005

### CERTIFICATION

- HR Analytics – Welingkar's
- Crisis Leadership Skills
- Certified POSH trainer
- Emotional Intelligence
- Basics of Audit

### HOBBY

Gardening & Photography

### Introduction:

HR professional with around 13+ years of experience in various areas of Human Resources & Operations like Talent Acquisition, Manpower Planning & Budgeting, Performance Management, Employee Engagement, Employee Onboarding/exit & Payroll management along with other Operational profile. With an experience of working varied industries, I am driven by Implementing employee friendly HR solutions which builds the right culture & that can ultimately contribute to achieving business results. I hold a part time PGDM in HRM from Welingkars, while I graduated in BA (Psychology) from Sambalpur Univ, also part of a 0 fund organization "Robin Hood Army".

AREA OF EXPERTISE		
• Performance Mgmt.	• Payroll Mgmt.	• Employee Engagement & CSR
• HR Policy, POSH & Compliance	• Recruitment (Bulk hiring through Internshala)	• Onboarding & Exit Process
• MIS, Reports & Data Mgmt.	• Budget & Audit Mgmt.	• Campus interviews (Cdac and Welingkar)
• Excellent stakeholder Mgmt.	• Excellent communication skill	• Organizational Skill

### 1. SENIOR MANAGER – HR : Logo Infosoft Business Technology Pvt Ltd / Jul 2017 to Present

- Recruitment – end to end onboarding and exit formalities
- Background Checks for employees
- Implementation of HR Policies & Compliance + POSH trainings
- Implement & deploy employee surveys across the organization
- Provide support to the management team with regard to performance management and employee relations matters. Prepare monthly dashboards and MIS reports for the management.
- Prepare reports and analytics on productivity, manpower availability, Headcount and training budgets, accountability of people planning, budgets & increments & payroll processing
- Manage Monthly Reviews and Training programs with parent company.
- Managing HR Audits and provide and maintain all relevant data and reports.
- My responsibilities include working and coordinating with HR head & HR team of parent company based in Turkey

### 2. ASSISTANT TO HEAD HR & COUNTRY HEAD: Henkel Adhesive Tech (Schwarzkopf – Beauty Care) / May 2016 to Jul 2017

- Assisting the Country Head with his day-to-day tasks/Reviews/Meetings & reports
- Responsible to keep a track of Beauty – Care organization structure & Employee records and employee engagement along with their payroll
- Responsible for planning of Headcount and Recruitment for beauty care division
- Coordinating with the regions and collating information for the management review
- Responsible for scheduling PAN India Team Meetings

### 3. ASSISTANT TO HEAD HR: Reliance Industries / May 2014 to Jul 2016

- Responsible for smooth execution of new joiners and expat on boarding process, custodian for all HR reports, data and personal files & was an Active member of employee engagement and grievance management

### 4. EXECUTIVE ASSISTANT: Securens Systems Pvt Ltd / Jul 2013 to Oct 2014

- Assisting CMD and COO with their daily activities
- Played a pivotal role in setting up a new office which involved finalizing office space, procurement, vendor negotiations, facility management etc.
- Responsible for various Master Database and other employee related database (Leave / payroll/ Sales performance/ Performance appraisal records/ Attrition reports)

### 5. SUBJECT MATTER EXPERT: Reliance Communications / Aug 2008 to Jul 2013

- Provisioning & Billing Operation
- Sales Coordination & Sales Lead Management

### 6. HR Associate: Caliber Point Business Solutions / Apr 2007 to Jul 2008

- Handled Recruitment, Involved in Campus drives, Conducted aptitude and domain test of candidates and pre-screening interviews, Responsible for sourcing of profiles, induction/orientation, MIS Reports

### 7. SR. ASSOCIATE: Wipro BPO / Oct 2006 to April 2007

### 8. CUSTOMER SERVICE REPRESENTATIVE: Reliance BPO / Sep 2005 to Oct 2006