



PURNIMA IYER

An Experienced HR Professional with more than 8+yrs of Exp. In various area of HR



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DOB: 16.02.1984

SKILLS

Startup Expert
Independent Player
Negotiation
Decision Making
HR & Ops Mgmt

EDUCATION

PGDM HR
WeSchool
Jan 2019

PGDM - OPS
WeSchool
2018

BACHELOR OF ARTS
Sambalpur Univ.
2005

CERTIFICATIONS

HR Analytics
Crisis Leadership
POSH
Basics of Audit
Emotional Intelligence

HOBIIES

Gardening, Farming,
Photography & Workouts

EXTRA – CURRICULAR ACTIVITIES

Violin – Beginner Category
Member of Robin Hood Army

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 & a **Start-up Expert** which builds the right culture & that can ultimately contribute to achieving business results.

AREA OF EXPERTISE

| | | |
|-------------------------|--------------------------|-----------------------------|
| Performance Mgmt | Payroll Mgmt | Employee Eng. & CSR |
| HR Policy & Compliances | Recruitment/Campus Drive | Onboarding & Exit formality |
| MIS & Data Mgmt | Budget & Audit Mgmt | Stakeholder Mgmt |

Logo Infosoft Business Technology: Sr. HR Manager: Jul 2017 – 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

Henkel Adhesive Tech: Assistant to Head HR: May 2016 – Jul 2017

- 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 reports for the management review
- Responsible for Employee Engagement activities.

Reliance Industries: HR Coordinator: 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

Securens Systems Pvt Ltd: HR & Admin Operations: Jul 2013 to Oct 2014

- 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)

Reliance Communications: Subject Matter Expert: Aug 2008 to Jul 2013

- 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

Caliber Point Business Solutions: HR Operations: 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

Wipro BPO: Sr. Associate: Oct 2006 to Apr 2007

- Handled Backoffice UHC Claims processing

Reliance BPO: CSR: Sep 2005 to Oct 2006

- Handled Inbound calls and resolve the issues