



Amruta Sambhoo

High Performing HR Generalist Professional/ Sr. HR Business Partner

EPHRM/EMBA – IIM Calcutta, PGDBA, B. Com.

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EDUCATION & ACADEMIC ACHIEVEMENTS

| Degree | Institute | %age/ CGPA | Year |
|--------------------------------------|--|-------------|------|
| Exe. Program – HR Mgmt/ Exe MBA | IIM Calcutta | Distinction | 2016 |
| PG Diploma - Business Administration | Lala Lajpatrai Inst. of Mgmt, Mumbai | 75% | 2007 |
| Bachelor of Commerce | H.R. College of Commerce & Economics, Mumbai | 64.00% | 2004 |
| Class XII | H.R. College of Commerce & Economics, Mumbai | 72.00 % | 2001 |
| Class X, SSC | St Columba School, Mumbai | 89.00 % | 1999 |

PROFILE SUMMARY

- Performance-driven professional with **around 15 years of rich & extensive experience** in devising and effectuating HR activities, systems & practices for an organization while **ensuring smooth running as well as enhancement of centralized HR operations** along with introduction of right practices in alignment with business
- **Strong HR specialist** with experience in **managing HR systems with skills in maintaining harmonious relations** among management & employees
- Approachable leader with skills in **bridging gap between managers & employees** by resolving matters pertaining to performance & development plans, employee conduct, employee management issues
- Experience of full life cycle talent acquisition at a fast-paced corporate environment, and in talent acquisition agency
- Exceptional written & verbal communication skills, and high attention to details
- Ability to execute fast and effectively with a strong focus on outcomes (able to tell a story with data and metrics)
- Experience in different tools and social media for hiring
- Strong time management skills, and the ability to consistently prioritize and re-prioritize

CORE COMPETENCIES

Strategic Manpower Planning
Campus/ Talent Hiring
Organizational Development

HR Budgeting & Cost Control
Stakeholder Management
Cross-functional Coordination

Leadership Hirings
Onboarding Training & experience
Performance Mgmt. System

PROFESSIONAL EXPERIENCE

Manager - Human Resources

Oct 2022 till date

Eternis Fine Chemicals Pvt Ltd (A chemical manufacturing company)

- Managing HR automation launched LMS, upgraded version of HRIS, PMS
- Talent Acquisition for entire group
- HR Operations end to end from on-boarding to Off-boarding
- HR audit, org charts
- HR reports.
- Driving Performance Management Cycle across the group

Senior Manager - Human Resources (HR & Talent Acquisition Business Partner) - India

Oct 2018 till June 2022

STELMEC LTD (Manufacturing of MV Switch Gears)

- Leading a **team (HR Talent + HR Operations)** to deliver on all dimensions of employee life-cycle management for **500+ employees across the country.**
- Responsible for countrywide partnering with business leaders to drive **talent acquisition, talent management, performance management, employee engagement, talent assessment, coaching, development planning, and competency identification** to develop leaders to meet the current and future business needs of the organization.
- Partnered with some of the best Tier 1 campuses (IITs/ ISBs/ IIMs etc.) to identify high end talent for a rapidly scaling business, and designed programs for them.
- **Developing and executing hiring strategy** in collaboration with the Hiring Managers and bringing in best practices
- Driving sourcing and recruiting capability & capacity across teams to proactively build diverse candidate pools while leveraging all available talent channels to expedite the recruitment of bar raising talent.
- Facilitating the hiring process, negotiating salary and closing offers
- Preparing reports on findings while illustrating data with graphs and tables during weekly hiring status and monthly

reviews

- Responsible for driving **engagement** and **Organization Development** initiatives.
- Designed the **Performance appraisal system linked** to performance incentives across the **Sales Function & HO**
- Driven HR transformation projects like Stelmec Champions and Stelmec Emerging Leaders Program.
- Driven Rewards and Recognition programs like VIP club and Employee of the month.

Senior Manager - HR, Administration & Talent Acquisition

Jan 2018 - June 2018

Liqvd Asia (Digital Marketing)

- Manpower Budgeting Talent Acquisition & Management
- Managing complete employee life cycle, Employee Development Planning, Rewards and Recognition planning.
- Employee relations and employee grievances
- Day to day HR operations including separations, confirmations, Offers, appraisals
- Designed the performance appraisal system for effectively measuring performance.

Talent Acquisition & Human Resources Business Partner

Jun 2011 - Dec 2017

Shaadi.com, Mumbai

- Partner with business and forecast demand in alignment with business needs and build a pipeline.
- Involved in Leadership hiring, closed all corporate positions in IT and non IT like product managers, Digital marketing managers, marketing managers, data scientist, and IT recruitments like PHP Developers, Tech Leads, ReactJS, AngularJS, node.js and many more.
- Designing and crafting Job descriptions, Facilitating and driving Interviews (Panel selection, feedback solicitation and review, Fitment positioning, finalizing, and issuing employment offers, on boarding etc.) for volume hires.
- Excellent in Sourcing, Networking, head hunting, effective use of Job Portals.
- Managing end to end campus recruitment program.
- Project management - Managing the Management Trainees end to end which includes complete employee life cycle for summers and final placement, designing their rotation covering all functional stints.
- Stakeholder management, provide continuous market scenario to Technical Managers/ Heads through proper analysis of data and using Market Intelligence
- Employer Branding Initiatives:
 - Managing Facebook, LinkedIn and Twitter from an employee branding perspective.
 - Drive Key HR Automation Projects which include Online Assessment Sheet, Amber Chat.
 - Competition Mapping, Funnel Analysis. Design Attractive employee referral schemes.
 - Executive of performance management Cycle time to time and capturing the TNA.
 - Conducting Induction for the new joiners.
 - Sorting employee grievances through POSH.
 - Preparing HR Dashboards for necessary MIS data.

Partner

Mar 2010 – June 11

FutureOrgs HR Solutions, Mumbai

- Joined as a Recruitment Manager got promoted as a Partner with profit sharing.
- Leadership hiring across Asia, Africa, and Europe; in Mobile (Carriers, Vendors, MS providers)
- Products Cos.; Device Cos.
- RPO for Vodafone
- Managing end to end recruitment for Vodafone.
- Preparing recruitment strategies and designing TAT around the same.
- Discussing salary models and releasing offer letters.

Executive – Human Resources & Talent Acquisition

Jan 2008 - Jun 2009

Vodafone Essar Ltd, Mumbai

- Employee Engagement/ Employee Communication:
- Recruitments
- Joining formalities and Induction
- MIS Reports

Personal Details

- Date of Birth - 30th May 1983
- Marital Status - Single
- Languages Known - English, Hindi, Marathi, and Gujarat

