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|  | **Diksha Mengi**  **MANAGER – HUMAN RESOURCES** |HR Generalist Activities – Recruitment, PMS, Training, Employee Engagement, Grievances Handling, External Audits, Administration, Training & Development, EXIT Management, Succession planning | diksha.7100@gmail.com  7087417100,8054871610 Ludhiana | | |
| **Profile Summary**   * Dynamic & Data driven Human Resource professional with 08 years of cross-cultural experience in HR & Admin function. * Expertise in delivering sustained organizational growth in dynamic environment, establishing culture, building employee’s values, driving vision, and achieving critical strategic goals. * Proactive in HR Planning & budgeting, Aggressive in Talent Acquisition, Performance Management. * Deft at People Management, Plant Administration and maintaining healthy Employee Relation and handling Employee grievance thus creating an amicable & transparent environment. * Diverse Exposure on working at Plant setups. * Key Qualities- Time Management, Ethics, Leadership and Result Oriented. | | |  |
| * **Career Timeline**     **Current Organization:** Happy Forgings Limited  **(Plant – I & Plant – II)**  **Tenure:** W.e.f. Feb’2020 to continue…  **Job Title:** Manager – Human Recources  **Direct Superior:** Vice President - HR | | **Area of Excellence**  Manpower planning & budgeting      Talent Management & Development    Learning & Development    Engagement & Talent Retention  Performance Management System | |
| **Previous Organization:** Rockman Industries Limited (Hero Group)  **Tenure:** effect from June’2014 to Feb’2020  **Job Title:** Executive – HR & Admin  **Direct Superior:** D.G.M. - HR    **Previous Organization:** Relience Market  **Tenure:** from April’2013 to May’2014  **Job Title:** Assistant – HR & Admin  **Direct Superior:** HR Manager  Soft Skills  **Team Player Problem Solver  Analytical**  **Collaborator  Communicator  Innovator** | | Engagement & Industrial Relation    HR Policies & Procedure    Administraion | |
| Work Experience | | | |
| 1. **Currently working with Happy Forgings Limited as a Manager-HR from Feb’2020 .**  **Key Points:**   * Performing as Corporate HR, for blue collar & white collar recruitment in Production, Quality, Technical, Business Development, Plant Operations. * HR policy formulation and implementation. * Planning and administering manpower budgeting in consultation with Department Heads; preparing JDs, allocating the resources and planning for Head Count Control.   **Job Profile:**   * Responsible for talent hiring across both units of HFL for all levels (Blue collars & white collars) Leadership hiring, Mid and Senior level hiring. * Responsible for Campus hiring for ITI/DET/GET/MT. * Creation of JD and keep compensation fixation at each grade and band of position. * Monitor the recruitment tracker on basis of annual operations planning and actual monthly outcomes. * Finding key talent through naukri.com portal, Job consultant, IJP-Internal job posting, Employee referrals, etc. * Ensure to background verification, pre-employment health check-up, LOI/Offer letter, joining formalities. * Actively facilitate induction and orientation program to new employee in system. * Track new employee onboarding program at initially 333, Induction feedback and exchange necessary feedback. * Analyze feedback post induction and execute necessary strategic plan. * Ensure for individual business and development goals are properly set in the Workday PMS. * Developing job descriptions and employee performance plans which includes the key result areas (KRA) and performance indicators (KPI). * Identify training needs by measuring the outcomes achieved against the set standard and implement development plan for individual development. * Involved in identifying training needs (TNI) across all levels and design yearly training calendar. * Organize technical & behavioral training programs (Vendor identification/Faculty identification). * Support employees to provide E-learning programs through (LMS-Learning Management System). * Identifying and assessing current and future training needs in accordance with organization future priorities. * Creation of Individual Development Plan on the lines of 70-20-10 principle. * Active in performance appraisal cycle from self-assessment process, manager-assessment and performance discussion with employees and acknowledgement to final update on merit list and finally roll out the increment, promotion followed by sign off authorized superiors. * Assist with facilitation of talent review processes, including talent assessment, succession planning and retention. * Handling Internal and external audits. (E&Y, IATF & Statutory Audits etc.) * Overall monitoring & control of Human Resources Management function, Industrial relation & General Administration activities. * Routine HR operational compliances, complaint, suggestion & action. * Welfare activities for employees, grievances redressel. * Administrative budgeting & Approval. * Handling Employee Exit Process   **2. Since. Rockman Industries Limited (Hero Group) – June.2014 to Feb .2020**  **Talent Acquisition:**   * Derived innovative sourcing i.e. campus recruitment, walk-ins, referrals, Naukri, Linked in and external consultants. * Coordinate all recruitment and selection related activities, conducting salary fitments and rolling out offer letters. * Create and maintain job description for all positions. * Implement and monitor suitable processes of interviewing, selection, joining formalities, induction.   **Performance Management & Organization Development:**   * Identifying the training & development needs by measuring the outcomes achieved against the set standard and implementing effective development program for improvement. * Holding quarterly performance development discussions and evaluating performance plans. * Driving effective compensation and reward system for recognizing those employees who excel in their job by achieving the set standards in accordance with the performance plans or rather exceed the performance benchmarks. * Identifying areas of poor performance and establish plans form improving performance. * Performing exist interviews for undertaking the cause of employee discontentment and thereafter exit form.   **Training & Development:**   * Identifying training needs (TNI) through need analysis, designing yearly training calendar & programs. * Identifying and assessing current and future training needs. * Skill Matrix for associates   **Employee Engagement and Talent Retention strategy:**   * Design and monitoring of talent connect and retention strategy calendar. * Driving HR practices- Fun-Friday, Each one Motivate one, get-to-gather, annual meet, children painting competition, Birthday celebration, on the sport reward and recognition, employees suggestion, coffee with Directors, Operational meeting and committees, Town Hall meet, weekly HR Helpdesk, cross functional meetings, long service award , women India leadership program, Dimension Development Leadership program, exit interview analysis and tracking action plan, sports, manager survey and scorecard, engagement survey and so on.   **HR Operations:**   * Drive positive Employee Relation, grievance handling, employee communication, employee counseling, department and employee engagement program. * Ensuring HR Data base appointment/confirmation and resignation, exist interviews, salary negotiation and fixation for white collar centralized, Personal file for white and Blue-collar employees.   **HR Analytics:**   * Derived Monthly HR Dashboard reports, Score cards, Weekly reports. * MIS and dashboard – linked performance matrix and create more visibility on performance.   **3.** **Since: Reliance Market , Ludhiana –April.2013 to May.2014**   * Performed recruitment & selection at all levels; campus selection, junior, middle and senior level. * Preparing and submitting human resource reports on performance matrix, attrition analysis, exit interviews, * Coordinating with the internal clients for joining and exit formalities and managing induction. * Implemented rewards and recognition programs for employees. * Compilation of appraisal ratings & analysis and issuing letters. * Taking ownership of complete scope of HR activities (performance management, grievance handling, Exit formalities). * Conducting training programs towards enhancing employee’s productivity and building committed teams. * Maintenance of master record and organization chart and roll out various HR communications. * Day to day grievance handling of both on-roll and off-rolls associates. * Coordination with unit’s HR for various human resource supports.   **Academic Details**   * B.A. From Lovely Professional University * M.B.A. From Lovely Professional University     **IT Skills**   * Advanced MS. Excel, Word & PPT * SAP Software * HR software   Knowledge:   * 6S * KAIZEN * TPM * TQM * Quality Circle   **Trainings:**   * TPM training by Tachibana San (Japanese Consultant) * San ACMA training by ACMA Consultant. * Team Building training by Mr.Pankaj Sharma by Hero Mindmine * Positive attitude training by Hero mindmine * Presentation skills training by Mr. Dheeraj (Heromindmine) * Behavioral training by Vincent Keny by Hero Mindmine) * Communication skills by Dr. B.P. Gupta * Quality Circle Training by ACMA Consultant. * Kaizen Training by Mr. Ashok Puri - Lean Consulting   **Major Achievement:**   * **Won national Quality Circle Competition by ACMA - 2019** * **Won best employee of the month in overall plants of Rockman-2019** * **1st Runner up in Quality Circle Competition by CII - 2018** * **Won Best Kaizen award in Kaizen Mela by Rockman Industries - 2018.** * **Won Best Kaizen Award in Kaizen Mela by Rockman Industries - 2017** * **Won Best Kaizen coordinator in Kaizen Mela by Rockman Industries - 2016.**   Personal Details **Date of Birth:** 9th November 1991 **Languages Known:** English, Hindi,Punjabi  **Permanent Address:** H.no. 882/ C.m.c. Chownk, Ludhiana  **Present Address:** H.no. 882/ C.m.c. Chownk, Ludhiana  **Father Name** – Ramesh Kumar  Declaration:  I hereby declare that the information furnished above is true to the best of my knowledge.  Date: 24.01.2022 Signature    **Diksha Mengi** | | | |
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