

Chitra Mohan

SYNOPSIS

- A competent HR Professional with rich cross-functional experience in management of corporate employees' life cycle.
- Skilled in strategizing long and short term directions by forecasting future work force requirement and designing plans for acquiring requisite skills and competencies.
- Select various resources for hiring best candidates based on "Cost Effectiveness" & "Urgency".
- Skilled in handling employee engagement matters, work force planning & recruitment, reward & recognition system, performance management, etc.
- Self-motivated, pro-active and a reliable individual with ability to perform best in various challenging situations.
- Adaptive, quick learner and flexible.
- Willing to travel.

KEY SKILLS

Strategic HR	Retention Strategies ED Revamped Policies Succession planning
Employee Relations	General Administration Grievance Management Crisis Control
Talent Acquisition	Innovative Sourcing Strategies Manpower Planning Local and Global Hiring
HR Business Partner	Employee life cycle management Grievance Mgmt. Employer Branding
HR Analytics	HR MIS to Leadership Data Dashboards KPI Reporting
Technology Hiring	Manufacturing Sales Logistics R&D Marketing
Compensation	Database Management Annual Salary Review
PMS	PMS Administration PMS Integration with payroll
HR Operations	Onboarding Induction Leave Management Payroll Separation

PROFFESIONAL EXPIRIENCE

Bosch Limited

Is a leading supplier of technology and services in the areas of Mobility Solutions, Industrial Technology, Consumer Goods, and Energy and Building Technology. Additionally, Bosch has in India the largest development center outside Germany, for end-to-end engineering and technology solutions.

Personal Details:

Date of Birth: 25.04.1994

Nationality: Indian

Mother Tongue: Malayalam

Marital Status: Single

Current Address:

D6/30 Ground Floor, DLF Exclusive Floors, Phase V, Sector 53, Gurgaon 122003

E-mail:

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Mobile No:

+91- 9739472766

Personal Interests:

Tutoring
Emceeing
Dancing

Languages known

English
Hindi
Malayalam

Career profile in Bosch Limited: January 2018 - Till Date

Senior Officer, Human Resources at Bosch Limited, Gurgaon (Feb 2019 to present date).

A HR Business Partner Role covering aspects such as:

Talent Acquisition:

- Discuss the requirement for talent with the business managers and source for talent with the shared services team.
- Coordinate with the shared services team and support with JD details such that scouting and screening of suitable candidates can be facilitated
- Conduct HR interviews, assess suitability of candidates, prepare salary fitment sheet and roll out offer letters for the given open positions.
- Gather required education and work experience documents from the candidate and share details with payroll, attendance and position management team for creation of employee ID
- Coordinate with managers to fill up open positions by releasing internal job ads on the internal portal.
- Onboarding of new employees.
- Induction of a new employee by familiarizing them with the company, culture, business and processes.

Associate Movement and engagement

- Handling inter entity movements of employees
- Focus on career development and advancement for key talent and take lead in setting up review meetings with business.
- Plan and facilitate Potential oriented meetings of talent pool individuals and communicate the outcome and further course of action with candidates.
- Conduct Trainings for associates with the Bosch Training Centre.
- Conduct review meetings with business heads and discuss employee related topics in their areas on topics like succession planning, key talent, movement information, position evaluation, job rotation and managing poor performers.
- Plan and conduct service award celebrations for employees completing service anniversaries
- Conduct happy hours and celebrations
- Team building activities for trainees and associates.
- Handle employee grievances

HR Administration

- Issue letters to employees with respect to return on deputation, work from home, sabbatical and inter entity transfer cases.
- Maintain HR data base for Work life balance
- Maintain headcount of North Sales Offices.
- Manage talent movement across divisions in North.
- Drive HR specific topics and new initiatives for North region.
- Interact with various vendors for services to the sales offices.
- Timely feedback to the vendors and payments.
- Vendor Management

- Stakeholder management

Separation

- Initiate tickets for employees who have raised separation
- Handle EVR and CVR associates
- Conduct exit interviews and ensure closure of final settlements

Management trainee, Human Resources at Bosch Limited, Bangalore (Jan 2018-2019).

A training entailing all the activities of a HR Partner that involves end-to-end activities touching upon:

- Talent Acquisition and Onboarding
- Salary Fitment and Negotiations
- Employee Engagements
- HR communication
- Separation
- Associate Movements
- HR Administration

INTERNSHIPS

Intern – TCS, Bangalore (March- May 2017)

A study on the talent engagement practices of IT/ITIS employees at TCS that covers policies and their deployment by HR partners for their respective businesses.

EDUCATION

Qualification	Institute	Board	Year	% / CGPA
PGDM (HR & Marketing)	St. Joseph's Institute of Management	AICTE	2018	6.433
B.A Economics	St. Teresa's College, Ernakulum	MG University	2015	77.77%
XII	TOCH Public School	CBSE	2012	85.2%
X	TOCH Public School	CBSE	2010	93.1%

ACADEMIC ACHIEVEMENTS

- Was awarded SJCBA Merit Scholarship during 2016-17
- Was awarded the SJIM Merit Scholarship during 2017-18

ACADEMIC PROJECTS OR ASSIGNMENTS

- A study on the Recruitment and Onboarding process of Mindtree Ltd
- A study on the marketability of Coco Peat in retail sector in Bangalore with respect to horticulture nurseries.
- Studies on expatriate issues w.r.t to separation from family and spouse

EXTRA-CURRICULAR ACHIEVEMENTS

- Master of Ceremony for events at Bosch Limited.
- Participated in Pinnacle 2016- Intra Collegiate Management Fest
- Part of HR club at SJIM
- Events Head-Entrepreneurship club at SJIM
- Headed the Registration team for Verve 2016 – Inter Collegiate Management Fest
- Organized events related to the Entrepreneurship domain for Verve 2016
- Headed cultural events at SJIM
- Part of the creative team for Cyclothon 2016 – a CSR event held by SJIM in association with The Hindu.
- Attended a social outreach program conducted by SJIM and Indian Social Institute, Bangalore
- Received certificate from the Kerala Chief Minister for being part of e-Governance in 2014
- Volunteered in NGO - Make A Difference for a duration of two years- 2012-14
- All Kerala CBSE- 1st prize winner in Mohiniyattom
- All Kerala CBSE -2nd prize winner in Kuchipudi
- All Kerala CBSE- 3rd prize winner in Bharatanatyam

DECLARATION

I hereby declare that the statement submitted above by me is true to my knowledge and belief.

Sd/-

Chitra Mohan

Place: Gurgaon

Date: 25.09.2019