

KAMLIKA CHOUDHARY





Empowering Organizations Through Strategic HR Leadership



SUMMARY

I am a seasoned HR leader with a strong track record in strategic human resource management, talent acquisition, employee development, and compliance. My expertise lies in aligning HR initiatives with business objectives to drive growth and enhance organizational performance. I have a proven ability to reduce attrition rates, optimize recruitment processes, and foster employee engagement, resulting in a stable and motivated workforce.

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VALUE ADDITION

My skills in workforce planning, performance management, and compliance ensure HR operations are efficient and legally sound. With a background in digital HR transformation, leadership development, and global best practices, I am poised to contribute to the success of forward-thinking organizations. My commitment to talent optimization, diversity and inclusion, and cost-effective HR solutions make me a valuable asset in achieving strategic HR objectives and organizational excellence.

LEADERSHIP TRAITS

- **Strategic Alignment:** Proven ability to align HR initiatives with overall business objectives, ensuring a cohesive approach to organizational growth.
- **Talent Acquisition Expertise:** Exceptional skill in overseeing talent acquisition, resulting in the recruitment of top-tier talent that fuels company expansion.
- **Employee Engagement:** Proficient in fostering a positive workplace culture and enhancing employee engagement through comprehensive training and development programs.
- **Diversity and Inclusion Champion:** Dedicated advocate for diversity and inclusion initiatives, leading to notable improvements in workplace diversity metrics.
- **Regulatory Compliance:** Adept at navigating complex regulatory environments, ensuring strict HR compliance with labor laws and regulations.
- **Workforce Planning:** Proficiency in strategic workforce planning and talent retention strategies, demonstrated by successful high-volume hiring efforts and attrition rate reduction.
- **Team Building:** Proven ability to build HR teams from scratch and drive digital HR transformation, showcasing adaptability and forward-thinking leadership.
- **Leadership Development:** Champion of leadership development programs, with successful implementation both locally and internationally.
- **Operational Excellence:** Expertise in cost-effective recruitment strategies and efficient team structures, emphasizing operational excellence and results-driven HR management.

SKILLS EXPERTISE

- Strategic Alignment
- Talent Acquisition Expertise
- Employee Engagement
- Diversity and Inclusion Champion
- Regulatory Compliance
- Workforce Planning
- Team Building
- Leadership Development
- Operational Excellence
- OD Intervention
- Global Engagement
- Employee Engagement Programs
- HR Systems Implementation
- Business Expansion
- Compensation Structure

ACADEMICS

- PG Diploma in HR Management from Vinayaka Mission Research Foundation University, Salem in 2009
- MBA (HRM) from National Institute of Business Management, Chennai in 2007
- B.B.M. from SV University, Tirupati in 2005
- Certified Compensation and Benefits Manager
- Certified Appreciative Coach & Counsellor

ACCOMPLISHMENTS

- **Training Initiatives:** Recognized for organizing diverse technology and leadership training programs, covering areas like Cloud, Databases, Java/C++, Risk Modelling, Automotive, Embedded Software, and Agile transformation.
- **OD Intervention:** Demonstrated excellence in spearheading Organizational Development (OD) intervention initiatives, including Employee Satisfaction Surveys, Engagement Surveys, Organizational Climate Studies, and Training Impact Studies, contributing to the restructuring of organizational responsibilities.
- **Global Engagement:** Visited various countries, including the USA, Europe, and APAC regions, for Talent Strategy discussions, India growth planning, and business operations reviews, showcasing a global perspective and strategic acumen.
- **Employee Engagement Programs:** Successfully implemented multiple Employee Engagement Programs focused on career progression, career management, mobility, mentoring, and networking, driving higher employee morale and commitment.
- **Innovative HR Initiatives:** Designed innovative HR initiatives such as "HR Open House," providing a virtual platform for HR policy awareness, "Monday Morning Mantras" for weekly motivation, and "New Squad" for regular engagement assessments with new hires.
- **HR Solutions Transition:** Actively transitioned administrative tasks and high-volume transactions to HR Solutions Team, effectively managing processes, risks, knowledge transfer, and team upskilling.
- **HR Systems Implementation:** Proficiently deployed new HR systems like SuccessFactors, Taleo, PeopleSoft, Open Hire, and SkillSoft, enhancing HR efficiency and effectiveness.
- **Team Collaboration:** Promoted team dynamics and collaboration through OD interventions like "Work Together Play Together," fostering a culture of teamwork.
- **Business Expansion:** Facilitated the setup of new companies in Hyderabad, contributing to a 30% increase in the technology footprint in India.
- **Compensation Structure:** Efficiently developed a new compensation structure in India to comply with new statutory regulations on India Fringe Benefit Tax, ensuring legal compliance and fairness.

WORK EXPERIENCE

July 2021 - Present | Eastman Hyderabad, Telangana, India | Head of Human Resources

In my role as Head of Human Resources, I have been responsible for providing strategic leadership to the HR department, aligning our human resource initiatives with the company's overarching business objectives. This has involved overseeing the entire talent acquisition process, from recruitment to onboarding, to ensure the acquisition of top-tier talent that drives organizational growth. Additionally, I have taken charge of performance management by developing and implementing appraisal systems and processes aimed at enhancing employee productivity and engagement. My role also encompasses managing employee relations, handling conflicts, and fostering a positive workplace culture, as well as designing and administering competitive compensation and benefits packages to attract and retain talent. I've identified training needs, created development programs, and supported employees' career growth, while also ensuring strict compliance with labor laws and regulations by updating HR policies to reflect legislative changes. Collaborating closely with business leaders, I've been instrumental in workforce planning, including succession planning and talent retention strategies. Moreover, I've actively promoted diversity and inclusion initiatives to create an equitable workplace and have leveraged HR metrics and analytics to make data-driven decisions and measure the effectiveness of our HR programs.

Critical Impact Rendered

Talent Management and Development

- Improved Talent Acquisition: Implemented a new strategy that reduced key position fill times by 20%.
- Employee Training: Led the development of a comprehensive training program, boosting employee satisfaction and skill development by 15%.
- Performance Optimization: Introduced a performance management system resulting in a 10% improvement in overall employee performance.

Diversity and Compliance

- Diversity Promotion: Successfully introduced diversity and inclusion programs that increased workplace diversity metrics by 15% in one year.
- Regulatory Compliance: Ensured strict HR compliance with labor laws and regulations, mitigating legal risks significantly.

Workforce Planning and Growth

- Strategic Workforce Planning: Collaborated with senior leadership to execute a workforce plan that aligns talent with growth objectives.
- High-Volume Hiring: As Country HR Head, hired over 600 employees to support commercial business growth.
- Impressive Growth: Achieved a remarkable 100% growth rate in HR, showcasing adaptability and scalability.
- Attrition Reduction: Successfully reduced employee turnover from 22% to 12%, fostering a more stable workforce.
- Building a Strong HR Foundation: Established and developed the HR team from scratch, laying a solid operational foundation.
- Digital Transformation: Played a pivotal role in digitally transforming HR processes in India, enhancing efficiency.
- Leadership and Compliance: Implemented leadership training and development, enhancing compliance awareness.
- Efficient M&A Integration: Streamlined a major acquisition within less than 2 years, ensuring a smooth transition.

Career Development and Optimization

- Career Path Creation: Designed career paths for 236 job roles, promoting employee development.
- Competency Alignment: Conducted comprehensive competency mapping to align talent with organizational needs.
- Cost-Effective Recruitment: Achieved a 50% reduction in recruitment expenses through process optimization.
- Efficient Team Structure: Restructured teams for increased efficiency and productivity.
- Accelerated Recruitment: Reduced time to fill positions to less than 100 days, ensuring a timely workforce.
- Conflict Resolution: Effectively managed conflicts, maintaining a harmonious work environment.
- Training Excellence: Designed widely adopted custom training modules.
- Global Best Practices: Created and implemented HR best practices adopted by multiple countries.
- International Leadership Development: Implemented a successful leadership program in Europe, enhancing leadership capabilities.

Jan 2018 - Apr 2021 | FICOSA | Hyderabad, Telangana, India | Human Resources Director

As the Human Resources Director at FICOSA, I held a pivotal position where my skills and expertise extended across various aspects of HR and business management. I led the establishment of an R&D unit in Hyderabad and a manufacturing plant in Haryana, successfully building these operations from the ground up in less than six months.

My role involved not only forming the entire business operations team, encompassing HR, Finance, Projects, and General Services but also developing a Core Leadership Team and aligning strategic objectives with our business goals. I excelled in workforce planning, budget management, talent acquisition, and employee development to drive organizational success. My leadership and strategic HR practices were instrumental in achieving operational efficiency, cost savings, and employee engagement while maintaining low attrition.

Key Achievements

- **Rapid Establishment:** Spearheaded the setup of FICOSA's R&D unit and manufacturing plant in record time, showcasing exceptional project management and execution skills.
- **Comprehensive Team Building:** Successfully formed the entire business operations team, covering HR, Finance, Projects, and General Services, to support business expansion.
- **Strategic Leadership:** Established a Core Leadership Team and developed strategic objectives that harmonized with the company's business goals, demonstrating strong leadership capabilities.
- **Resource Planning:** Developed and finalized manpower and project projections, aligning them with defined budgets and collaborating effectively with R&D stakeholders in Europe.
- **Team Expansion:** Significantly contributed to building the team from scratch, growing it from XX to over 100 employees, reflecting robust recruitment and talent management skills.
- **Cost-Efficient Hiring:** Achieved an impressive 75% rate of internal hires, resulting in substantial cost savings in the recruitment process.
- **Global Initiatives:** Led global projects, including the successful launch of High Potential Development Programs across organizational levels, underscoring the ability to drive global HR initiatives.
- **Talent Acquisition Efficiency:** Maintained an attrition rate as low as 5% while achieving a remarkable 95% Turnaround Time On-Time Delivery (TA-OTD) for talent acquisition, emphasizing streamlined processes and efficiency.

Mar 2017 - Dec 2017 | Valeur Consulting, Hyderabad Area, India | Senior Consultant

- **Diverse HR Solutions:** Successfully delivered a wide range of HR consulting services to small and medium-sized enterprises, covering both transactional and high-level strategic initiatives.
- **Cost Reduction:** Played a crucial role in helping businesses reduce operational costs, optimizing their financial performance.
- **Talent Enhancement:** Elevated the quality of talent within client organizations, contributing to improved workforce capabilities.
- **Boosted Employee Engagement:** Implemented strategies that resulted in heightened levels of employee engagement, fostering a more productive and satisfied workforce.
- **Strategic Impact:** Demonstrated a strategic approach to HR consulting, aligning HR processes with organizational goals to enhance overall performance.
- **Versatile Responsibilities:** Managed a diverse set of responsibilities, showcasing adaptability and versatility in addressing HR challenges.

Apr 2014 - Feb 2017 | Verisk, Hyderabad, India | Senior Manager, Human Resources

- **Translation of Business Plans:** Translated the unit's business plans into HR strategic and operational plans, ensuring alignment between business and HR objectives. Monitored compliance and initiated corrective measures in case of deviations, promoting organizational cohesion.
- **Training Workshops:** Facilitated multiple training workshops on topics such as Effective Communication in the workplace, Managerial Effectiveness, Appreciative Coaching, and Train the Coach. Launched a comprehensive training calendar and organized various technical training programs, fostering employee skill development.
- **Compensation and Benefits Benchmarking:** Initiated a compensation and benefits benchmarking sponsored program, ensuring competitive and attractive packages for employees.
- **HR Planet Development:** Designed and developed HR Planet, a comprehensive HR platform. Strategized various Talent Acquisition and Learning and Development (TAQ and L&D) Programs, contributing to the growth of the site from 60 to 200 employees.
- **Compensation and Benefits Model:** Developed and implemented a compensation and benefits model tailored to the High-tech industry, enhancing the company's ability to attract and retain top talent.

Sep 2011 - Dec 2013 | ArganoKeste, Hyderabad Area, India | Manager, Human Capital Management

Legal and Regulatory Management: Managed legal aspects pertaining to regulatory concerns, employee welfare, and safety within the organization. Ensured compliance with all relevant regulations in a Matrix Business Model with dual reporting to HR Head-US and India Head.

Strategic HR Initiatives: Successfully implemented the Keste India Career Path, introduced a Training & Development Calendar, and conducted various Learning & Development (L&D) sessions throughout the organization during my tenure.

Attrition Reduction: Achieved a significant reduction in attrition, decreasing it from 16% to 2%. Additionally, initiated and implemented a Performance Management System Application from scratch.

Attrition Analysis and Strategies: Conducted in-depth analysis of attrition factors, identified both push and pull factors, and developed strategies to curb attrition effectively.

Employee Engagement Programs: Drove various initiatives to enhance employee engagement, including the Keste Connect program for sharing technical and non-technical skills bi-weekly. Also, conceptualized and implemented a 360-degree feedback program to promote transparency and empower the work culture.

Employee Feedback and Satisfaction: Instituted employee feedback and satisfaction mechanisms, including monthly advice skip-level meetings, quarterly, and annual employee pulse surveys. Compiled and reported the results to both the India and corporate management teams.

PAST EXPERIENCE

- ❑ Feb 2011 - Aug 2011 | Host Analytics Inc Hyderabad Area, India | Human Resources Manager
- ❑ Nov 2006 - Feb 2011 | Polycom, Hyderabad Area, India | Human Resources Partner
- ❑ May 2005 - Oct 2006 | ZTE Corporation, Bengaluru Area, India | Human Resources Coordinator
- ❑ Oct 2004 - Apr 2005 | Vimson Tele Services (Franchise Tata Tele Services) | Internship | Human Resources Intern