

S. R. TANDON



**B-40, DDA MIG Flats
East of Loni Road
Shahdara, Delhi-93**

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PROFESSIONAL EXPERIENCE

I

**06 Feb 1995 – 31 March 2017 (22 Years)
HCL Infosystems Limited**

Assistant Manager – HR

Human Resource Information System (HRIS) through Relational Database Management.

- Synchronize with Recruitments for the regular updates in HRIS.
- Collate impromptu reports as and when needed by the senior managers.
- Maintenance of Master MIS for Headcount and Attrition rate.
- Preparation of attrition analysis report on monthly basis.
- Preparation of Monthly Headcount report.
- Data analysis and possible systems improvements given for SAP
- Monthly Recruitment data reports and analysis

Performance Appraisal

- Driving the Appraisal exercise in line with standard procedure.
- Handling grievances related to compensation and appraisal process post appraisals.
- Responsibility centre for running the Annual Appraisal Cycle
- Handling Confirmation formalities of employees on Probation
- Core Team Member of SAP for Performance Management
- Intimation and follow up with the Line Managers in closing on the Performance Appraisal of their reportees.
- Escalation of any issues and delays to the Senior Management.
Staff Compensation and Budget Planning.
- Managing Employee referral Schemes and Internal Job Postings (IJP)
- Building capability and Multi skill potential among employees for improving employability and productivity.
- Be able to link pay to performance.

- Linking pay to performance.
- Types of incentive pay plans.
- Reward, Remuneration calculation and Flexible pay plans.
- Designing and implementing pay structures for all levels in keeping with changing industry practices.
- Instrumental in design and implementation of automated HRIS, Payroll / Benefit Payment processes.
- Employee Stock Option Plan (ESOP) on monthly basis.
- Manage end-to-end process of ESOP.
- Manage ESOP Exercising and Batch Processing.
- Attrition analysis for ESOP employees.
- Maintenance and Updation of ESOP Database.
- Single point of contact for ESOP related queries.

Preparation of all MIS reports and analysis of Manpower planning and attrition at various levels required for the purpose of Growth plan.

- Monthly Report on complete Employee Data
- Monthly Report on New Joinees
- Monthly Report on Resignation Status
- Monthly Report on Employee Confirmation
- Monthly Report on Transfer Cases
- Monthly Report on Special Allowance cases
- Monthly Report on Employee Information
- Preparation of employee budget in the end of every financial year and ensured that it is approved by corporate office.

HR Operations

- Miscellaneous letters as requested by employees.
- Implementation of the Confirmation Process.
- Issue of various certificates, Letters, answering general policy related queries of the employees etc.
- Maintaining Employee Database.

Handling internal reports, submitting data records to the seniors of Joining, attrition rates, employee database, attendance, leaves etc.

II

05 December 2018 – 31 May 2020

National Law University Dwarka, Delhi

PA to Prof. (Dr.) Prasannanshu, Project Coordinator

- Taking care of entire HR and administrative work in the IEL project under the Leadership of Prof. (Dr.) Prasannanshu
- Staff Attendance
- Class Attendance updation in the system
- Typing Work
- Maintain Appointment schedule
- Appointment notes for new joinees
- Staff Salary
- Field Visit (as and when required)
- Coordinate and schedule meetings of the coordinator

Other Experience:

Period	Organization	Designation	Key Responsibilities
01 April 2022–Till date	Gmagica Technology Pvt. Ltd.	HR Manager	Job posting, Scrutiny of Resumes, to take the HR round of interviews, Coordinating and Scheduling the technical round of Interviews, Rolling out of Offer / Appointment Letters.
31 May 2020 to 31 March 2022		Freelancer, and Part-time PA to Prof. (Dr.) Prasannanshu	Coaching Office management including schedules and appointments.
01 April 2017–30 November 2018	Freelancer		Coaching excel, and school students
22 June 1993–4 February, 1995	J. C. Enterprises	Computer Programmer	Preparation of inhouse packages for reports generation. Data entry and various reports through RDBMS.
27 April 1992–18 June, 1993	Sugal and Damani	Computer Programmer	Preparation of Software on dBase platform for various reports. Data key in and Supervision of all the Hardware and Computer Stationary.
01 Sep 1989–22 April 1992	The Policy Group	Assistant Programmer	Programming in Foxbase or Modifying the previous programmes, in accordance with the requirement of the company.

Educational Qualification

1. 1982 Senior Secondary from Ramjas Senior Secondary School No. 2.
2. 1988 B.Sc. (Hons.) Chemistry with First Division from Delhi University
3. 1989 August PGDCA, CMCS, DELHI
4. 2009 MBA-HR (from Sikkim Manipal University)
5. 2019 July - , MA (English) In progress, IGNOU

References:

1. Prof. (Dr.) Prasannanshu, Professor, National Law University, Sector 14, Dwarka, New Delhi 110078. Director, Centre for Linguistic Justice and Endangered Languages, NLUD. Project Coordinator of 'Study and Research towards Preservation and Promotion of Indigenous and Endangered Languages'. Cell Phone and WhatsApp: +91-9818855448; E-mail: prasannanshu@gmail.com
2. Mr. G. P. Kalra Mobile No. 9818187238

PERSONAL DETAILS

Father's Name: Late R. L. Tandon
Date of Birth: 28 November 1965
Marital status: Married
Driving License: Car and two-wheeler
Nationality: Indian