

Contact

www.linkedin.com/in/rekhacp
(LinkedIn)
www.aryama.net (Company)

Top Skills

International Recruitment
POSH
Labor and Employment Law

Languages

Hindi (Native or Bilingual)
English (Professional Working)

Certifications

DE&I Cohort by Loop
The MHASP Course for Workplace Leaders
Human Resources: Creating an Employee Handbook

Rekha CP

Sr. Manager/ Director at Aryama | HRBP |Leadership Hiring| Start Ups | Paralegal | POSH | HR Policies |HR Audit| Women Centric Laws| Employee Handbook
Bengaluru, Karnataka, India

Summary

As a seasoned HR professional with over two decades of experience, my passion lies in crafting and implementing transformative HR strategies that drive organizational success. Certified in HR Analytics & Metrics and recognized as a PoSH consultant, I bring a wealth of expertise in strategic HR planning, talent acquisition, performance management, and employee engagement. With a Master's in Business Law from the esteemed National Law School of India University, I have adeptly navigated complex legal landscapes while formulating robust HR policies and ensuring compliance across various sectors.

Throughout my career, I have held pivotal roles in startups, KPO firms, engineering giants, and multinational corporations, consistently delivering results through innovative HR solutions. I take pride in fostering inclusive work environments where talent thrives and organizational goals are exceeded. My leadership extends beyond traditional HR functions; I have spearheaded change management initiatives, facilitated seamless mergers and acquisitions, and championed diversity and inclusion strategies that resonate globally.

Beyond my professional achievements, I am deeply engaged in continuous learning and knowledge sharing. I actively participate in industry workshops, deliver guest lectures, and contribute insights to online platforms, aiming to advance HR practices and empower professionals worldwide. I am committed to enhancing my skills and staying at the forefront of HR trends to drive sustainable growth and excellence in every organization I serve.

Outside of work, I am an avid gardener with a passion for cultivating medicinal plants and exploring natural remedies. Music is another integral part of my life; I enjoy a diverse range of genres and am an enthusiastic singer. Cooking brings me joy, and I take pleasure

in experimenting with different cuisines. Additionally, I indulge in hobbies such as numismatics, philately, and miniature collecting, finding inspiration and relaxation in these pursuits.

I am eager to connect with like-minded professionals, industry peers, and potential collaborators who share my dedication to advancing HR practices and fostering thriving workplaces. Whether exploring new opportunities or discussing industry insights, I look forward to engaging in meaningful discussions and collaborative endeavors that drive organizational excellence and contribute positively to our professional community.

Experience

Aryama Consultants

Sr. Director

2003 - Present (21 years)

Bangalore Urban, Karnataka, India

#Core Competencies

Human Resource Management # HR Policies & Procedures # Manpower/ Recruitment Management # Performance Linked Incentive Scheme # Induction, Training & Development # Performance Management System # Employee Relations/ Employee Engagement & Welfare Initiatives # Campus Recruitment # Independent Projects

Responsible for co-ordination with all S/W clients for their requisites & for S/W professionals as per client requirements.

Resourcing mainly through Head Hunting, Advertising, References & through counterpart.

Involved in developing course material for some premier training institutes in Bangalore

Have taught Management students, Systems Analysis and Design at ICFAI, Bangalore

Have been an external examiner of VIVA VOCE and have delivered guest talks at NIAM and Sikkim Manipal University

Have trained Management students and Pharmacy students in English speaking, and Engineering and Management college students for facing campus interviews

Have handled the total recruitment for specific projects with clients

Have brought in policies, employee hand book and other processes.

- # Have managed the total HR function of some client Companies.
- # Have helped ramp up the initial recruitment of a venture funding company.
- # Have helped recruitment of senior positions for multiple clients who are in the IT and other services space
- # Have done a strategic consulting for the total HR function for a prestigious telecom services company. Conducted a HR audit and did a total revamp of HR related documentation
- # Strategic Planning
- # Developed HR Systems and Processes
- # Performance Management & Career Enhancement Systems
- # Compensation and Benefits (C&B) Administration
- # Supported the Health & Welfare (H&W) and Retirement Plan Benefits Service Delivery.
- # Training and Development
- # Retention & Career Progression
- # Recruitment & Selection Process
- # Personnel Administration
- # Employee Relations
- # Statutory Compliance

Smartedge Solutions

Talent Acquisition Specialist for Niche positions in India/Europe

April 2022 - November 2022 (8 months)

London, England, United Kingdom

EntLogics Technologies Pvt. Ltd.

Human Resources Business Partner

March 2020 - March 2021 (1 year 1 month)

Bangalore Urban, Karnataka, India

Pierian Services

HRBP

November 2007 - July 2011 (3 years 9 months)

Bengaluru, Karnataka, India

Handled the entire HR activity for a 350+ people strong KPO. Started the HR department and successfully handled the end to end HR activity for the organization

Managed the total HR of Pierian as a single member team.

Recruited over 200 candidates without any external agency support.

- # Brought in policies, employee hand book and other processes.
- # Managed the total HR function of some client Companies.
- # Helped ramp up the initial recruitment of a venture funding company.
- # Helped recruitment of senior positions for multiple clients who are in the IT and other services space
- # Done a strategic consulting for the total HR function for a prestigious telecom services company. Conducted a HR audit and did a total revamp of HR related documentation
- # Strategic Planning
- # Developed HR Systems and Processes
- # Performance Management & Career Enhancement Systems
- # Compensation and Benefits (C&B) Administration
- # Associated with salary fitment issues of employees & fresh entrants.
- # Involved in various schemes for the Compensation Administration (Flexi-option/Basket of Allowances / Benefits / Performance Linked payment, etc.)
- # Managed pay by Controlled costs, and was able to Leverage pay (getting the most "bang for the buck").
- # Created pay equity, Managed internal equity, introduced host of other benefits and leveraged to retention advantage
- # Supported the Health & Welfare (H&W) and Retirement Plan Benefits Service Delivery.
- # Training and Development
- # Retention & Career Progression
- # Recruitment & Selection Process
- # Personnel Administration
- # Employee Relations
- # Statutory Compliance

Netkraft

HR

August 2002 - January 2003 (6 months)

Requirement fulfillment for Oracle Apps resources

VEGAA ESERVICES PVT. LTD

Sr. Consultant

November 1999 - October 2001 (2 years)

Bangalore Urban, Karnataka, India

Primary responsibilities include Placement, match-making, client Co-ordination, technical assessment of candidates and further follow-up with both candidates and clients for recruitment.

- # Co-ordination with all candidates for recruitment purposes both for onsite as well as offshore, giving them requirements, scheduling interviews and giving them feedback. Screening resumes, sorting them in order of priority and handing them over to the Respective Clients for further processing.
- # Responsible in co-ordination with all S/W clients for their requisites & for S/W professionals as per client requirements.
- # Resourcing mainly through Head Hunting, Advertising, References & through counterpart.
- # Assessment of the potential strength & weakness of all the candidates.
- # Co-ordination with major MNCs on their requirements, scheduling interviews at client's place, reviewing feedback, Billing.

Illustrative Client List

Wipro Technologies , Wipro Global R & D, Webtek, Phoenix Global Systems, Logica Synectics, Cerebra Technologies, Sun Microsystems, Sap India, Stanford Business Software Inc.(Palo Alto, CA), Optical Fusion (Palo Alto, CA)

Aptech

Alliance Co-Ordinator

1997 - 1999 (2 years)

- # Liaisons with Open University, British Columbia for B.Tech & Indira Gandhi National Open University for BCA.
- # In charge of course conduct for B.Tech & BCA for all students in Goa and Karnataka.
- # Certified Internal Auditor ISO 9001.
- # Responsible for sourcing Tutors and tutor approvals from OUBC, Canada and IGNOU, India.
- # Responsible for student registrations & exam conduct.
- # Responsible for student feedback evaluation and timely remedial action for problems.
- # Time to time assessment of students and thereby improvement in class conducts.
- # Responsible for Technical support for centres in Karnataka and Goa
- # Responsible for Academic Administration for select centres in Karnataka and Goa

I have also offered technical support for specific centers in the region. The responsibilities included:

Selection of technical staff, Certification of technical staff, Grading of technical staff, Training Technical staff for presentation skills, Delivering Product

Knowledge for the Marketing staff , Moderation of answer scripts, Offering feedback to centres based on monthly course conduct report.

Computer Point

Centre manager

1996 - 1997 (1 year)

- # Training & Human resource development
- # Responsible for managing the profit centre, Training students & corporate clients
- # Identifying training needs of employees and organizing the same
- # Planning, Scheduling and Assigning of batches,
- # Reviewing students' feedback and taking corrective measures
- # Designing case studies, Conducting weekly meeting to review overall operation of the centre
- # Planning manpower requirement, Conducting interviews & recruiting
- # Induction for new recruits, Projection of enrolments and collection for a year
- # Conducting performance appraisal & giving recommendations to the management
- # Generation & Analysis of MIS reports (Technical & Marketing)
- # Coordinating with the management on various aspects,
- # Responsible for marketing activities, Coordinating marketing related activities
- # Follow-up of enquiries, Preparation of quotation for corporate clients
- # Organizing college activities
- # Responsible for growth of business and target achievement
- # Responsible for student getting placed
- # Launching of new courses based on market survey

Medha Computing

Manager HR

1995 - 1996 (1 year)

- Primary responsibilities include Placement, matchmaking, client Co-ordination, follow-up with both candidates and clients for recruitment.
- Co-ordination with all candidates for recruitment purposes for onsite as well as offshore, giving them requirements, scheduling interviews and giving them feedback. Screening resumes, sorting them in order of priority and handing them over to the Respective Clients for further processing.
- Taking care of client requirements for one-time and contract placement.
- Responsible in co-ordination with all S/W clients for their requisites & for S/W professionals as per client requirements.

- Resourcing mainly through Head Hunting, & References.
- Co-ordination with major MNCs on their requirements, scheduling interviews at client's place, over viewing feedback, Billing.
- Actively involved in tying up with new clients.
- Responsible for drawing up systems and methods for the manpower consulting function.
- Involved as a functional member in the development of software for Resume tracking.

Education

LawSikho

Diploma in Advanced Contract Drafting , Law · (December 2022 - December 2023)

Carlton Advanced Management Institute

Certified HR Analytics & Metrics professional, HR Analytics & Metrics · (2019 - 2019)

National Law School of India University

Masters in Business Law, Legal Studies · (2011 - 2018)

Karnataka State Open University

Post Graduate Diploma in Human Resource management, Human Resources Management/Personnel Administration, General · (2013 - 2014)

All India Institute of Management Studies

Post Graduate Diploma in Human Resource Management, Human Resources Management/Personnel Administration, General · (2011 - 2012)