



SUJANYA R

Human Resource Professional

CONTACT INFORMATION

MOBILE

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LINKEDIN

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WEBSITE

www.sujanya.me

ADDRESS

Bangalore, Karnataka, India.

COMPETENCIES / SKILLS

- Strategic HR Management
- Diversity & Inclusion
- Resource Planning and Forecast
- Organization Structure
- Organization Culture
- Talent Acquisition
- Performance Development
- Compensation and Incentives
- Statutory Compliance
- Policy Development
- Reward & Recognitions
- Training & Development
- Employee Experience & Retention
- Digital HR & HR Analytics

IT SKILLS

- Microsoft Office
- CorelDraw
- Photoshop
- Video Editing

LANGUAGES

- English ★★★★★
- Kannada ★★★★★
- Hindi ★★★☆☆

EXECUTIVE SUMMARY

- Strategic, transformational & inclusive HR professional with 19+ years of experience in human resources management providing executive-level consultation to organizations.
- Hands-on exposé to diverse sectors like **Retail, Manufacturing, Service, Hospitality, Education, IT & Startups** culture, environment, and organizations.
- Constantly recognized and awarded for collaborative leadership style, proactive approach, and keen ability to effectively translate complex HR operational concepts into tangible action plans.
- Trusted business partner with a track record of consulting with the leadership team to influence business decisions. Capable of blending big-picture viewpoints with tactical considerations to inspire, build trust, and achieve record organizational growth.

WORK EXPERIENCE

VICE PRESIDENT – HUMAN RESOURCES

Campus Students Communities Pvt Ltd., Bengaluru.

September 2017 – Present

Roles, Responsibilities & Accomplishments:

- Spearheaded the HR function with a 4-member team in a startup organization.
- Created a new organization & operations structure that best aligned to the current and future business strategy (revenue INR 100 CR) by adding 9 functions as “Navarathna”.
- Played a key role as a strategic adviser on all operations and departmental restructuring, workforce planning, and business realignments as a startup organization & saved 12% manpower cost overall.
- Developed a recruiting strategy to support a 100% growth in the manpower requirement, and aggressively recruited and filled 200 positions each year, and a robust intern program employing 30-40 interns each summer.
- Designed & implemented new company HR policies, compensation structure based on seniority, title, and performance & new payroll procedures to streamline the entire payroll process.
- Instituted a formal performance management process with JD, KRA, etc., that built performance accountability into all levels of the process & a 15% increase in productivity from the current level.
- Institutionalized compliance with all labor laws, statutory compliances, and licensing requirements, resulted in due diligence audit score of 98%.
- Actively involved in management strategic discussions & decision-making process and contributed to additional revenue source of Rs.13 Cr PA.
- Implemented Saral ERP & payroll management system, & inhouse employee self-service portal.

HEAD - HUMAN RESOURCES

Handiman Services Limited, Bengaluru.

July 2013 – September 2017

Roles, Responsibilities & Accomplishments:

- Established the HR function with a 6-member team in the organization from the ground up.
- Defined the new compensation system with standard salary ranges for all positions, which helped retention & employee turnover by 20%.

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Human Resource Professional

PERSONAL DETAILS

HOBBIES

- Randonneuring
- Running & marathons
- Photo & Videography
- Agriculture

AWARDS

- Best HR - Big Bazaar -2007
- Best Regional Manager - South Zone - Future Group – 2008
- Long Service Award from Future Group 2001
- Super Randonneur Award for 2019-20 & 2020-21 Season, from Audax Club Parisien Randonneur, Paris.

RECOGNITIONS

- Article on my achievements in marathon and cycling events was published in Prajavani on 1st March 2020 & in Public Star new papers on 6th July 2020.
- The article on my hobbies was published on Udayavani in 2005.

VOLUNTEERING

- Regularly volunteering on various philanthropical, social community work & organizing sports & cultural events since 2010.

PERSONAL ACCOMPLISHMENTS

- Participated in 35+ marathons and long-distance cycling events.
- Completed 11000 Kms of cycling & 4000+ Kms of running distance since 2018.

MORE INFO AT

- www.sujanya.me

- Prepared recruitment manual and process to create a talent pool that increased position hiring time to 7 days and recruited 1000+ resources in line with business needs.
- Implemented organizational values & culture program led to the highest engagement level in the organization resulted in 25% increase in employee satisfaction level.
- Redefined error-free & on-time payroll process for 2800+ employees by restructuring and supervising the entire process.
- Institutionalized 100% compliance with all labor laws, statutory compliances, regulations, and licensing requirements. Saved INR 5 Lakh PA legal fees and potential litigation.
- Strengthened the annual employee performance appraisal process with defined Job descriptions and KRAs for each position.
- Accelerated ongoing training programs for all employees to participate regularly and covering 3 man-days per employee.
- Defined and rolled out 16+ HR policies and procedures that met the needs of the organization and employees.
- Initiated monthly townhall concept to synchronize employee relationship & employee experience.
- Implemented NetSuite ERP & HR self-portal and paperless HR function

SENIOR MANAGER – HUMAN RESOURCES (SOUTH INDIA)

Bata India Limited, Bengaluru.

May 2012 – May 2013

- Strategically managed all aspects of the HR function for 400+ retail stores across southern India region, including recruitment, hiring, and training of staff, budgeting, establishing policies and procedures, performance evaluation and appraisals, conflict resolution, grievances, and motivation of employees to meet the organization goal of INR 500+ Cr PA business and 1600 employee's strength.

MANAGER - HUMAN RESOURCES

Future Group, Bengaluru.

March 2006 – May 2012

- Strategic Human Resource business partner for 31 retail value chains include large hypermarkets, standalone, & concept stores HR operations across Karnataka, supported to meet the organization goal of INR 750 Cr PA business with 2200 employee's strength & supervising 21 HR reporting team.

DEPUTY MANAGER / MANAGEMENT TRAINEE - HR

Shri Krishna Group, Udupi.

November 2001 – March 2006

- Responsible for managing the entire HR operations of food processing factory and subsidiaries with a manpower strength of 600 + employees.

EDUCATION

MBA - Human Resources

Justice KS Hegde Institute of Management, Nitte

August 1999 – August 2001

BBM - Human Resources

Dr. Nitte Shankara Adyanthaya Memorial First Grade College, Nitte

June 1996 – April 1999