

Accepted that we all are human resources, but we are humans first and resources later. - Rutvik Oza



HR Professional

Sujanya.R

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www.sujanya.me



About Me


— S U J A N Y A . R —
HR Professional
www.sujanya.me



Hi, I'm Sujanya.R!

- 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 track record of consulting with leadership team to influence business decision. Capable of blending big-picture viewpoints with tactical considerations to inspire, build trust, and achieve record organizational growth.

Academic Profile



Master Of Business Administration (MBA)

Specialization In Human Resources

1999-2001

From Justice KS Hegde Institute Of Management Studies, Nitte.

Bachelor Of Business Administration (BBM)

Specialization In HR & Marketing

1996-1999

Dr. NSAM First Grade Collage, Nitte.

PUC – Commerce

1994-96

Dr NSAM PUC Collage, Nitte.

Areas of Expertise



- Strategic HR Management
 - Diversity & Inclusion
- Organizational Structure
- Organization Culture



- Resource Planning & Forecast
 - Talent Acquisition
- Performance Management
- Compensation & Incentives



- Statutory Compliances
 - Policy Développement
- Reward & Recognitions
- Training & Development



- Employee Experience & Retention
 - Digital HR
 - HR Analytics

Employment Background



1 Vice President – Human Resources
Campus Students Communities Pvt Ltd

2. Head - Human Resources
Handiman Services Limited

3. Senior Manager – HR (South India)
Bata India Limited

4. Manager – Human Resources
Future Value Retail Ltd (Future Group)

5 Deputy Manager – P&a
Shrikirshna Group Of Companies



Vice President - HH

At Campus Students Communities
Pvt Ltd

(Sept 2017 - Present)

3+ Years

www.campusville.in



Head – HR

At

Handiman Services Limited

(July 2013 - Sept 2017)

4 Years 2 Moths

www.handiman.in



Senior Manager - HR

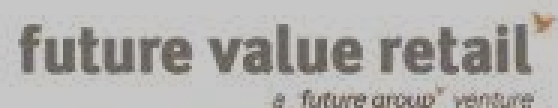
(South India) At

Bata India Limited

(May 2012 - May 2013)

1 Year

www.bata.in



Manager - People Office (HR)

At

Future Value Retail Ltd

(Jan 2010 – May 2012)

Total 6 Years 2 Months At FG

www.futuregroup.in



Regional Manager –HR,

Senior Executive-HR At

Pantaloone Retail (I) Ltd

(March 2006 - Dec 2009)

Total 6 Years 2 Months at FG

www.futuregroup.in



Deputy Manager - P&A,

Management Trainee At

Srikrishna Dairy Ltd

(Sept 2001 - March 2006)

4 Years 7 Months

www.srikrishnamilk.com



VICE PRESIDENT – HUMAN RESOURCES
CAMPUS STUDENTS COMMUNITIES PRIVATE LIMITED
(SEPT 2017 - PRESENT) www.campusville.in

Roles, Responsibilities & Accomplishments:

- Spearheaded the HR function with 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 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 at
HANDIMAN SERVICES LIMITED
(JULY 2013 - SEPT 2017) www.handiman.in

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%.
- 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 & 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 & 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

(May 2012 - May 2013) www.bata.in

Roles, Responsibilities & Accomplishments:

- 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.
- Supervised 6 HR team members and maximized their knowledge by effective training, monitoring, and directing their best practices and compliances.
- Strengthened relationships with functional departments, making HR a strategic partner in process development, staffing, and employee relations at the regional office and 400+ retail outlets across South India.
- Collaborated and administered 23+ blended learning workshops that achieved the knowledge, skills, and behavioral changes needed to meet business goals.
- Conduct interviews and collaborate with department managers to select the most qualified and suitable resources for existing and newly operated 40+ retail stores.
- Oversaw & administer statutory compliances, payroll activities, and benefits, ensuring that approximately 1600 union and non-represented employees are paid correctly biweekly & monthly without any statutory & legal issues.
- Institutionalized employee engagement and benefit programs to strengthen employee motivation and relationships.
- Administered HR policies, performance appraisal programs supporting business goals



MANAGER – PEOPLE OFFICE (HUMAN RESOURCES)
FUTURE VALUE RETAIL LIMITED (FUTURE GROUP)
(Jan 2010 – May 2012) www.futuregroup.in

Roles, Responsibilities & Accomplishments:

- 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 and 2200 employee's strength.
- Managed all aspects of human resources from hire to exit, including organizational structure, recruitment, training, performance management, benefit admiration, statutory compliance, retention, and employee relations across the region.
- Supervised 21 HR team members & maximized their knowledge by effectively training, monitoring, & directing their best practices & compliances.
- Supported, administered & conducted full-cycle recruiting for 25 new + 6 existing retail stores, new front-end sales staff, and support staff for retail stores including selection, onboarding, and induction in a short time. Able to leverage a variety of sources to build a continuous pipeline of qualified candidates including job fairs, employee referrals, job portal research, headhunts, social networking, and local activations.
- Maintained optimal staffing levels by tracking vacancies & Initiating recruitment and interview processes to identify qualified candidates in a lead time across locations
- Key contributor in implementation of SAP EPR & web-based employee management self-service tools improving leadership HR engagement.
- Devised "Fun at Work" employee engagement program and successfully reduced employee turnover by 8% over four years
- Responsible for all HR processes, policies, programs, ongoing induction, theoretical and on-the-job training for all employees to participate regularly supporting business goals.
- Administered attendance, leave, payroll process, benefits, incentive, performance appraisal, increment, promotions, welfare from time to time.
- Maintained and ensured statutory compliance as per the labor law state and central labor act and licensing requirements
- Prepared monthly MIS report for management review, created maintained and audited, HR files, documents, included personal records, statutory registers to ensure compliance.
- Constantly recognized for excellent performance and promoted internally from senior executive to area manager to regional manager to manager.



AREA MANAGER – HR / REGIONAL MANAGER HR
PANTALOON RETAIL INDIA LIMITED (FUTURE GROUP)
(APRIL 2007 – Dec -2009) www.futuregroup.in

- **Roles & Responsibilities handled:**

- Implementation of end to end HR Process & System across all retail stores.
- Establish HR Operations in new / upcoming retail stores.
- Manpower planning and recruitment as per the business plan and budgets.
- Institutionalize training and development initiatives as per the calendar.
- Implementation of 100% statutory compliance across all retail outlets.
- PMS – Implementation of Balance Score Card, Performance Management, Performance Improvement Plan across region.
- Institutionalize & administer reward and recognition, employee engagement, employee hygiene and welfare facilities.
- Administer Compensation and Benefits seamlessly month on month.

- **Key Achievements:**

- Successfully set up end to end HR operations for 6 Big Bazaar Formats across rest of Karnataka & (ROKK) & Chennai (TN).
- Successfully recruited and trained 1000+ resources in a short span for its retail outlets.
- Set a benchmark in bringing down Manpower cost & Attrition rate in the zone.
- Awarded “Saadhana” for Best Performed Region in South Zone for the year 2007-2008.
- Promoted to Area Manager Role within a year’s time owing to immaculate performance.



SENIOR EXECUTIVE – HR
PANTALOON RETAIL INDIA LIMITED (FUTURE GROUP)
(March 2006 - MARCH 2007) www.futuregroup.in

• **Roles & Responsibilities:**

- Manpower Planning, Budgeting, Recruitment & Selection as per the store business plan.
- Handling day to day HR operations in retail outlets, - Implementation of HR policies and process.
- Identify skill gaps and initiate training programs include inductions, SOP workshops, OJT etc.
- Initiate & implement staff welfare, employee hygiene, employee engagement, reward and recognition and employee satisfaction. - Handling and ensure all statutory compliances as per the law and standards.
- Ensure Monthly MIS Report, time and attendance sheets, payroll inputs, HR audit report to Head Office through SAP HRMS.
- Handling exit formalities, exit interview, full & final settlement etc.

Key Achievement:

- Established end to end HR operations for 5 new retail stores.
- Achieved the recruitment targets of 500+ employees within the overall framework of quality, quantity and cost in a record time of 3 months.
- Successfully engaged employees in achieving high productivity, resulting store reached best performing store in the zone.
- Implemented best HR practices and employee engagement initiatives.
- Best Performer in Human Resource in South Zone for the year 2006-2007.
- Promoted to Regional Manager Role within a year's time.



DEPUTY MANAGER - P&A / PERSONAL OFFICE / MANAGEMENT TRAINEE
SRIKRISHNA DAIRY PRIVATE LIMITED / HANGYO ICE CREAMS PVT LTD
(Sept 2001 - March 2006) www.krishnamilk.com / www.hangyo.in

• **Roles & Responsibilities:**

- Responsible for managing the entire HR Operations of Milk and Ice cream Factory.
- Manpower planning and recruitment and retention
- Statutory compliances, Payroll Administration, HR & Legal Audits, MIS, etc.
- Training and development, safety and security protocols of the staff.
- Staff Welfare, Employee Engagement, Reward & Recognitions Activities.
- Complete administrative responsibilities

Key Achievement:

- Implemented End to End HR Process and HR activities across the factory / Plant / Back Office.
- Implemented 100% Statutory compliances include ESIC, PF, Minimum wages, Licenses, Factory Audits.
- Executed all staff welfare and safety protocols as per the factory act, like, canteen, staff accommodation, uniforms, safety training and equipment, transportation, security, insurance, etc.
- Successfully recruited more than 200+ employees for the newly started Ice Cream Factory and Hospitality Business.
Launched various incentive schemas and created performance-based reward & recognition programs.
- Organized various training & development programs, employee engagement activities.
- Played a key role in obtaining ISO Certification for the organization.

Skills & Passion

I am fluent in different languages: English, Kannada, Hindi (EL) & Tulu.

I possess exceptional presentation skills & familiar with various applications like, CorelDRAW, Photoshop, EdrawMax, Sarif, PagePlus, PPT, PDF Video Editing Software, etc.

I am also a fitness enthusiast, very passionate about running and cycling. Proud to have completed more than 30+ running marathon events Including TATA MUMBAI MARATON (42.195 km) and also conquered the SUPER RANDONNEUR Award from Audax Club Parisien Randonneur, Paris for completing 200, 300, 400 & 600 Km Cycling. featured in various newspaper medias.

Hobbies: Cycling, Running, Photography, Agriculture etc.

Associated Clubs: Bangalore Randonneur, Cadence90, Run Addicts, Ride Addicts.

Strava: <https://www.strava.com/athletes/31714113>

Recognitions

- 1. Best Zonal HR & Best Regional Manager South awards from Pantaloon Retail India and Future Value Retail Limited,
- 2. Article on my Achievements in Marathons and Cycling events published in Prajavani & Public Star New Papers &
- 3. Various Events Finishers Medals.



ಪ್ರಜಾವಾಣಿ

ಯಶೇಹೃಯ ಸುಜನ್ಯೆಗೆ 30ಕ್ಕೂ ಹೆಚ್ಚು ಪ್ರಶಸ್ತಿಗಳ ಗರಿ

ಸೈಕ್ಲಿಂಗ್, ಮ್ಯಾರಥಾನ್‌ನಲ್ಲಿ ಸಾಧನೆ

• ಬಜೇಕೆರೆ ಆರ್. ಪರಮೇಶ್

ಸಾಲೇಹಪುರ: ಸಾಲ್ವೂಟ ಯಶೇಹೃಯ ಆರ್. ಸುಜನ್ಯೆ ಅವರು ರಾಷ್ಟ್ರಪತಿಗಳು ರಾಷ್ಟ್ರಪತಿಗಳಿಂದ ಉತ್ತರಿಸಿದ 30ಕ್ಕೂ ಹೆಚ್ಚು ಪ್ರಶಸ್ತಿಗಳನ್ನು ಪಡೆದರು. ಇವುಗಳಲ್ಲಿ 15 ಪ್ರಶಸ್ತಿಗಳು ಸುಜನ್ಯೆ ಅವರಿಗೆ ನೀಡಲ್ಪಟ್ಟಿವೆ. ಇವುಗಳಲ್ಲಿ 15 ಪ್ರಶಸ್ತಿಗಳು ಸುಜನ್ಯೆ ಅವರಿಗೆ ನೀಡಲ್ಪಟ್ಟಿವೆ. ಇವುಗಳಲ್ಲಿ 15 ಪ್ರಶಸ್ತಿಗಳು ಸುಜನ್ಯೆ ಅವರಿಗೆ ನೀಡಲ್ಪಟ್ಟಿವೆ.

ಮುಖ್ಯಾಂಶಗಳು

- 25 ಮ್ಯಾರಥಾನ್ ಪ್ರಶಸ್ತಿಗಳು
- 7 ಸಾಧನೆ ಕಿ.ಮೀ; ಸೈಕ್ಲಿಂಗ್ ಸಾಧನೆ
- ಓಟದಿಂದ ರಕ್ತದೊತ್ತಡ ದೂರ

ಸುಜನ್ಯೆ ಅವರ ಸಾಧನೆಗಳು ಸುಜನ್ಯೆ ಅವರಿಗೆ ನೀಡಲ್ಪಟ್ಟಿವೆ. ಇವುಗಳಲ್ಲಿ 15 ಪ್ರಶಸ್ತಿಗಳು ಸುಜನ್ಯೆ ಅವರಿಗೆ ನೀಡಲ್ಪಟ್ಟಿವೆ. ಇವುಗಳಲ್ಲಿ 15 ಪ್ರಶಸ್ತಿಗಳು ಸುಜನ್ಯೆ ಅವರಿಗೆ ನೀಡಲ್ಪಟ್ಟಿವೆ.

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ಮಲೆನಾಡಿನ ಮಾಣಿಕ್ಯ ಸುಜನ್ಯೆ ಮ್ಯಾರಾಥಾನ್ ಚಾಣಕ್ಯ

—ರವಿ ಗೌಡ, ಕುಮಾರ್

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Website: www.sujanya.me

Contact Details

Scan QR Code to save the contact



A stylized, handwritten-style signature in grey, consisting of a large 'S' and 'J' followed by a horizontal line.

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HR Professional

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