

Bindu Varma

HR Generalist

Trustworthy HR Generalist with 16 years of multicultural experience in cultivating high-performing teams, skilled in Training and Skill Development, employee relations, with strong mentoring, mediation, conflict resolution and change management skills.



Employment History

Independent HR Consultant, Bangalore

APRIL 2024 — TILL DATE

- Conducted Life Skill Training for fresh students at Acharya Group of Institutions, Bangalore as a Consultant

Senior HR Manager at AyurVAID Hospitals, Bangalore

SEPTEMBER 2022 — MARCH 2024

- Created and executed HR strategies and initiatives to minimize business disruptions and to balance needs of organization.
- Organized employee appraisal reviews to discuss performance with managers and assess compensation.
- Spearheaded company's talent acquisition and recruitment processes.
- Administered comprehensive and equitable compensation and benefit plans for staff to optimize hiring and retention.
- As in-charge of Learning & Development activities, designed and updated training manuals, materials, and presentations to align with objectives of organization. Prepared training calendars and ensured that training sessions happened on time, and well documented and evaluated. Conducted Soft-Skill Training for semi-skilled and skilled staff.
- Implemented and executed robust, cohort-level Rewards and Recognition and Employee Engagement programs across locations.
- Initiated and implemented HRMS, managing change from no process to process driven work culture.
- Initiated compilation and maintenance of employee files in electronic and paper formats to maintain accurate records.
- Kept HR policies and processes in compliance with current employment laws and made proactive changes to keep pace with industry trends.
- Organized orientations, events, and activities for employees in alignment with the business objectives of the organization.
- Drastically brought down semi-skilled staff attrition through timely intervention and ongoing engagement.

HR Manager at Avanze Technologies Pvt Ltd, Bangalore

DECEMBER 2019 — SEPTEMBER 2022

- Managed HR team
- HRBP Lead across Karnataka and Tamil Nadu locations.
- HRMS Owner (implementation and managing)-Darwinbox
- HR representative for Quality audits (ISO 9001, SOC II Type 2)

Details

Bengaluru, India

09845732373

binduvarma2008@gmail.com

Links

[LinkedIn](#)

Skills

Change Management

Conflict Resolution

Employee Engagement

Employee Relations

Information Systems

Learning Development

Performance Management

Regulatory Compliance

Languages

English

Hindi

Malayalam

- In-charge of employee engagement
- Rewards and recognition programs

Kannada

Tamil

HR Manager at Galt Software and Artificial Learning Systems, Bangalore

APRIL 2015 — OCTOBER 2019

Involved in company registration, building HR department, and complete responsibility of managing office in absence of senior management. Owner for Quality initiatives (ISO13485, CE Certification), MR for audits, responsible for all employee life-cycle related activities. June 2013-April 2014

HR Manager at mDrift Technologies, Bangalore

JUNE 2013 — APRIL 2014

Was one of the founding directors, involved in registration & setting up. Created the HR processes and company policies, handled statutory compliance.

HR Manager at Wisdomleaf Technologies, Bangalore

AUGUST 2011 — JUNE 2013

In charge of talent sourcing and hiring, employee life cycle activities, training and skill development, HR representation for quality initiatives (ISO9001, ISO27001, CMMi Level 3), employee engagement activities, company outings, rewards and recognition, HR policy creation and implementation.

HR Associate at Synapse India Management Consultants Pvt. Ltd., Bangalore

FEBRUARY 2010 — NOVEMBER 2010

Worked on contract as MIS Specialist at Wipro GE, Bangalore. Reported to HR Director, GE Healthcare, APAC.

HR Executive at BIS Information Systems Inc.

JANUARY 2007 — JANUARY 2009

Setting up HR processes, making project enquiries sourcing project resources, coordinating interviews, etc.

HR Executive at UST Global (US Software), Thiruvananthapuram

JANUARY 2003 — JANUARY 2004

As HR Executive-Generalist, I was involved in Employee induction, Employee database maintenance, record keeping, and updating the Employee Handbook. I was in charge of campus recruitment and conducted on campus and off campus recruitment drives.

Education

ePGDM in Human Resources Management at Alliance University, Bangalore

JANUARY 2021

SHRM Certificate at DePaul University, Chicago

JANUARY 2007

Master of Arts at HH The Maharaja's College for Women, Thiruvananthapuram

JANUARY 1990

Hobbies

Singing is my passion