



House:13,Hind Vijay Society  
Viman Nagar, Pune-411014

9509959812,7709750467

sumangodara088@gmail.com

<https://www.linkedin.com/in/suman-godara-2ab93a141>



## EDUCATION

- Executive Program in **Labor & Industrial laws** from XLRI.
- B.Tech in **Information Technology** from JIET College, RTU with **64%**.
- 12<sup>th</sup> **PCMC** from Air Force School Jodhpur, with **54%**.



## SKILLS

Employee Relations & Retention  
Employee Engagement,  
Performance management,  
Employee Wellness, Succession  
Planning, Change Management,  
Career Planning, Strategic Planning,  
Stakeholder Management, R&R, HR  
Policy Execution, Risk management,  
Data privacy, legal Compliance

**Technical Skill: Workday, Solvnow,  
MS office( PowerPoint, office,  
excel), Teams, Zoom.**



## ACHIVEMENT

- Best HR Partner for Q1,2023
- Walk The talk award from **India People Solution Head.**
- Appreciation from **Director of Critical Solution Team, India.**
- Difference maker award by **Clients.**



## HOBBIES



# SUMAN GODARA

## HUMAN RESOURCE BUSINESS PARTNER



## ABOUT ME

Experienced and self-motivated Human Resource Business Partner with 7 years of experience in highly efficient employee engagement, Employee concern, HR policies, employee retention and wellness.



## EXPERIENCE

### May 2020 to Nov 2023

#### Lead, Human Resources at Concentrix Daksh India Pvt Ltd

- Collaborating with business leaders to develop HR strategies, employee relation and organizational development.
- Providing guidance and support in employee engagement and employee performance plan.
- Wellness session to keep employee's healthy and fit.
- Working as a single point of contact for all Human Resource related matters along with managing and organizing internal employee communication forums, 1-on-1 discussions and grievance handling.
- Worked on few location-based projects like NOW (Network of women), PWD hiring campaign, LGBTQ+ and Cricket Tournament.
- Ensuring that HR practices comply with legal and regulatory requirements, as well as internal policies.
- Implementing performance evaluation processes, providing feedback and supporting managers in developing teams.
- Assisting in managing organizational change, whether it involves restructuring, merger or other significant transition.
- Working with Stakeholders for mid year reviews or appraisals.

### Jul 2018 to Aug 2019

#### Senior Associate at Vodafone Shared Service Centre

- Helping customers to track the order online( UPS portal).
- Helping customer to place the order with suitable offer.
- Coordinating with delivery team to check the current status.

### Apr 2017 to Feb 2018

#### Senior Associate at Maersk Global Service Centre

- Creating manual booking as per Shipper's SI.
- Helping them with container tracking.
- Helping them with re-export and custom clearance.
- Helping them with issues of short-shipment, damages.

### Mar 2016 to Apr 2017

#### Associate( Flipkart), Concentrix India

- Helping Sellers to register and create the account.
- Helping them to create the catalog and listing.
- Helped them to create promotion and advertisement.
- Helping them to create their online Seller account.

## PROJECTS/CERTIFICATIONS:

### 1) May 24 to Jul 24 by Coursera

#### Google project management: Professional Certificate

- **Skills Learned:** Project management, change management, Strategic thinking career development, organizational culture, organizational behaviour, organizational structure, risk management, project planning, budgeting, project execution, change control, project progress tracking, project analysis, project charter.

### 2) Aug 23 to Sep 23 at XLRI Jamshedpur

#### Work from home- Legal Framework

- **Skills Learned:** Risk management, data privacy, legal compliance, stakeholder management, employee privacy, employee engagement.

### 3) Jul 21 to Sep 21 at Concentrix Daksh India Pvt Ltd.

#### Crit-Sit. Account- Happiness Manager for Trip Advisor

- Preparing monthly engagement calendar for the account(Trip Advisor).
- Sending Employee mood survey on daily basis.
- Sending birthday mailers.
- Quick 1-2 mins engagement activities on daily basis.

### 4) Mar 19 to Aug 19 at Vodafone Shared Service Centre

#### Stretch assignment(Project)- Recruitment and On-boarding Team

- Sorting the Resume basis on required skills and Job Description.
- Scheduling the interviews and sharing the interview updates with candidates.
- Follow up on document submission and BGV update.
- Sending emails to the BGV team for candidate BGV update.
- Validate candidate documents and personal details on Hirepro.

### 5) May 17 to Feb 18 at Maersk Global Service centre

#### Wellness and Engagement Partner Spoc

- Sending birthday mailers to EME Cluster team.
- 15-20 mins Wellness/Engagement activities on every Friday.
- Helping HR dept for making PPT on wellness sessions or engagement activities.
- Deciding farewell gifts and venue for the parties.
- Helping HR team for R&R nominations from EME cluster.

## CSR organized by Concentrix Daksh India Pvt Ltd

- 1) Donated cloths, dry food, grains, blankets, woollen cloths at Maher NGO, Wadgoan Sheri, Pune on the occasion of Dewali 22.
- 2) Tree plantation at Chaturshringi Temple on 26 mar 23, CNX planted 7000 trees.