

REKHA VIJAYKUMAR BATHIJA

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SUMMARY

Human Resources Professional with 14 years of experience in corporate environment. Strong background in Employee Relations, Training and Coaching, Performance Reviews and Discipline Management processes. Strong organizational, analytical and interpersonal skills to connect effectively with various levels of employees

SKILLS

- Employee Relations
- People Management
- Team Supervision
- Coaching and Mentoring
- Project Management and Event Coordination
- Proficient in SAP HCM 7.2

ORGANIZATIONAL COMPETENCIES

- Effective Communication
- Decision Making
- Domain Knowledge
- Team Collaboration

EDUCATION

- ❖ International TESOL/TEFL In-class Certification Program Asian College of Teachers, Bangalore
- ❖ Executive MBA – WE School, Bangalore
- ❖ Postgraduate in Human Resources – Bhartiya Vidya Bhavan Bangalore
- ❖ Graduate in Bachelor of Arts – MES College, Bangalore

WORK EXPERIENCE

INFOSYS LIMITED

Senior Associate Lead- HR
(February 2020 - June 2023)

- ❖ Providing guidance to key stakeholders on people practices Manage and resolve employee issues
- ❖ Collaborate with business teams to execute unit-level initiatives and programs
- ❖ Participate in the ideation process for HR events at locations
- ❖ Ensuring governance and adherence to project timelines
- ❖ Interface with extended teams within the organization to develop and lead initiatives planned on a quarterly basis
- ❖ Enable managers and employees about the ongoing programs and timely closure
- ❖ Conduct synergy meets and people engagement activities for the project teams
- ❖ Work closely with the leadership team on planning programs, performance development plans, training requirements, location-specific interventions, etc. for the sub-units
- ❖ Trained and supported new team members, maintaining culture of collaboration

INFOSYS BPM

Senior HR Business Partner
(January 2016 - January 2020)

- ❖ Orientation of new hires, preparing dashboards for business reviews, and facilitating performance management and promotion & progression cycles
- ❖ Developed and implemented actions identified from ESAT surveys to improve the areas having lower satisfaction score
- ❖ Manage & investigate resolution for code of conduct violated cases including matters related to policy and grievance issues
- ❖ Co-ordinate with managers for policy changes, performance reviews, termination, and bench movements indicated to ramp down
- ❖ Manage exit process with units for retention measures and internally deploy to control attrition

INTERNAL CERTIFICATION

- ✦ T100, T200 in HRD Domain
- ✦ SHRM certified in C&B, ER and BPHR tracks
- ✦ Design Thinking

HOBBIES & INTERESTS

- ✦ Travelling
- ✦ Networking
- ✦ Listening Music
- ✦ Swimming

LANGUAGE PROFICIENCY

- ✦ English
- ✦ Hindi
- ✦ Kannada
- ✦ Sindhi

INFOSYS BPM

ASSOCIATE HR

(April 2013 - December 2015)

- ❖ Database management of all employees with the use of SAP tool
- ❖ Upload comp data in SAP for new hires and comp changes during the increment cycle
- ❖ Prepare salary fitment for transfers, deputation, and secondment
- ❖ Identify areas of automation to reduce manual work
- ❖ Co-ordinate and execute automation requirements with technology team
- ❖ Providing UAT sign-off before go live
- ❖ Prepare a checklist and SOP for internal and external audits
- ❖ Documentation and publishing of reports for leadership reviews

INFOSYS BPM

Executive HR

(May 2010 - March 2013)

- ❖ Handling end-to-end recruitment process and rolling out offer letters to shortlisted candidates
- ❖ Co-ordinate with the client for confirmation cycle and probation extension in the SAP tool
- ❖ Conducting weekly audits of closed tickets and monitoring AHT to ensure SLA adherence
- ❖ Support team members during quarterly, yearly reviews
- ❖ Training new hires in the team & providing coaching for cross-functional activities

ELETRHMS PVT LTD

HR INTERN

(February 2009 - March 2010)

- ❖ Updating Internal database
- ❖ Resume screening and scheduling Interviews
- ❖ Background verification of potential candidates
- ❖ Supporting core HR team members with cultural events and internal activities