



Sumeet Idnani

Contact

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Skills

- Streamlining operations
- HR policies implementation
- Data center operations expertise
- Global operations management
- Employee engagement
- Employee onboarding
- Employee retention strategies
- Employee performance monitoring
- Employee recognition
- Vendor management

Education

National Institute of
Management

BBA

01/2008

GPA: 7.79

Summary

I am a seasoned HR professional with extensive experience in managing and optimizing global HR operations and business processes. My expertise includes leading successful transitions to advanced systems like Workday, enhancing data quality, and driving continuous improvement initiatives. I excel in managing complex projects from inception to completion, aligning strategies with business goals, and fostering strong client relationships. With a comprehensive background in the full employee lifecycle, I am skilled in enhancing team engagement, implementing process improvements, and driving organizational growth and scalability. My core competencies include aligning HR strategies with business objectives, managing HR projects, leading employee engagement initiatives, collaborating as an HR business partner, and developing performance management systems.

Professional Experience

HR Operations People Partner

AB Inbev Inc | BANGALORE | Nov 2021 - Jul 2024

- Implemented and tracked SLAs and KPIs, leading to seamless achievement of annual targets and recognition for excellence in customer support through improved NPS scores.
- Headed the entire employee lifecycle and revamped SOPs for GHQ Support, enhancing team efficiency and effectiveness across HR operations.
- Managed PMO activities, developed business proposals, and drove significant improvements in NPS and engagement scores, leading to expanded operations and business growth for the MDM team.
- Managed HR projects, including talent and succession planning for Assistant Managers and above, streamlined onboarding and exit processes, and developed data flow tools for efficient MIS and reporting across multiple business sectors.
- Conducted comprehensive onboarding programs, including orientation sessions, account

setup, background checks, and training, to ensure smooth integration of new employees into the organization.

- Led employee engagement initiatives, including regular HR feedback sessions, performance management, attrition analysis, and retention strategies, to enhance employee satisfaction and reduce turnover.
- Handled grievance management, performance improvement plans, and exit interviews, ensuring compliance with company policies and effective resolution of employee issues while driving rewards and recognition programs.

HR & Administrative Officer

Gold Saddle DMCC- Dubai, UAE | Dubai, UAE | Feb 2020 - Oct 2021

- Managed the full employee lifecycle, from initial profile screenings to exit logistics, including onboarding, visa applications, and global HR operations using Workday.
- Designed and implemented SOPs for regulatory compliance, supported payroll, compensation, and benefits programs, and collaborated with management to ensure adherence to SLAs and OLAs.
- Created presentations and reports, optimized resource allocation through data tracking and collaborative calls, and handled various HR functions such as personnel records, job postings, and training materials.

Business Manager

Surya Enterprises | Jul 2017 - Jan 2020

- Managed order processing for clients, particularly with BMRCL (Bangalore Metro Rail Corporation Limited), while actively marketing the company to secure regular and larger orders.

Assistant Manager HR

PMO Synechron Technologies Pvt. Ltd | BANGALORE, India | Feb 2016 - Jun 2017

- Managed MIS and led talent and succession planning for Assistant Managers and above, ensuring alignment with organizational goals.
- Provided regular reports on HR project progress, governance, and challenges across various business sectors, including Enterprise, Financial, Insurance, and Procurement.
- Streamlined HR projects, particularly onboarding and Full & Final (F&F) processes, enhancing efficiency and effectiveness.
- Developed and maintained data flow processes, collaborated with utility contacts, and conducted analytical studies to optimize data management and support HR operations

HR Business Partner &PMO

Xchanging Technology Solutions Pvt. Ltd | BANGALORE, India | Nov 2013 - Dec 2015

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Employee Relations and Rewards Specialist

Accenture Services pvt ltd | BANGALORE, India | Jul 2007 - Nov 2013

- Presented findings and strategies to stakeholders, ensuring alignment with organizational goals and objectives.
- Delivered bespoke training programs to staff, significantly improving team competency and performance metrics.
- Led cross-functional teams in high-stakes environments, fostering collaboration and driving successful outcomes.
- Cultivated strong relationships with clients, leading to repeat business and sustained revenue growth.
- Directed the successful turnaround of underperforming departments, restoring efficiency and morale.
- Analysed complex data sets to inform evidence-based decisions, enhancing project success rates.

Custom Section

Experienced in managing global HR processes and business operations, including system transitions like Workday. Skilled in leading complex projects, enhancing data quality, and driving continuous improvement. Renowned for strong client relationships, effective issue resolution, and boosting team engagement. Adept at process automation, contributing to organizational growth and efficiency.

Languages

English: C2

Proficient

Hindi: C1

Advanced