



Sumitra Devi

Dynamic and results-oriented Senior HR Business Partner with over 15 years of progressive experience in HR functions, specializing in talent management, learning and development, employee relations, and organizational change. Proven ability to partner with leadership teams to drive HR strategies aligned with business objectives in APAC and EMEA regions. Passionate about nurturing professional growth and fostering a high-performance culture.

Work Experience

July 2018 till Present

Senior HRBP • SWIFT SUPPORT SERVICES

Partnering with two international Senior Managers and coaching 31 managers across APAC and EMEA. Facilitating the execution of multiple HR programs throughout the employee lifecycle. Implementing effective onboarding programs and strategies to enhance employee relations and talent management. Serving as the primary Learning and Development contact for the business unit under me; spearheading the design, implementation, and maintenance of training programs that support employee growth and career mobility.

August 2013 – June 2018

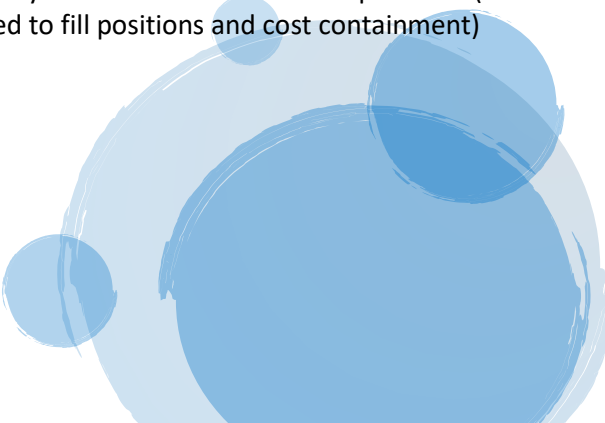
Human Resource Business Partner • NOVARTIS MALAYSIA

Responsible for full spectrum of Human Resources function and Provides HR Business partnering for the assigned Franchise Drives the Franchise's HR activities and initiatives which are consistent to and interlinked with Global HR strategies and objectives.

August 2012 –January 2013

Recruitment Manager • JOTUN MALAYSIA

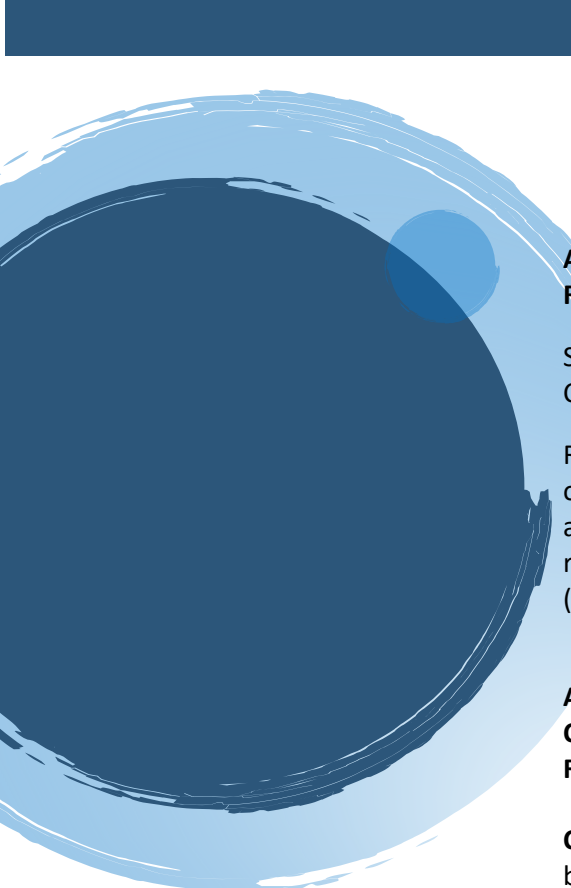
Develop and implement recruitment process and procedures. Responsible for the recruitment cycle for all levels of employees to include senior level positions (i.e. quality of hires, length of time required to fill positions and cost containment)



 Selangor
Malaysia

 012-2150958

 Srvsda1@gmail.com



April 2009 – July 2012

Recruitment Coordinator Lead • IBM MALAYSIA

Supports mainly Australia & New Zealand recruitment and also act a Recruitment Coordinator Team Lead for ANZ with 7 direct reports.

Responsible for pre and post on-boarding process, which may include one or more of the following activities: applicant and candidate tracking and processing; advice and counsel to managers/focal points throughout the hiring process; complied all relevant info and input data into the New Employee Administration Forms (NEAFs); New Hire Deliverables; First Day Emails and other ad-hoc activities.

April 2005 – March 2009

Compensation & Benefits Assistant Manager

Recruitment Assistant Manager • HONG LEONG ASSURANCE MALAYSIA

Compensation & Benefits: Monitored the organization's salary structure and benefits provision to ensure a balance between controls of costs, attracting, and retaining staff. Researched and analyzed salary rates and benefits offered by other employers in the same sector. Undertook job evaluations to ensure that the differences in pay between those doing different jobs within the organization are fair and are perceived to be so. Spearheading year end appraisal process

Recruitment Management: Strategically work with business to understand hiring forecast & develop/identify the best recruitment strategies to fill demand. End to end recruitment process for business. Responsible for Full Life Cycle Recruitment and Interviewing of candidates to identify qualified candidates based on skills, knowledge, education, experience, etc.

EDUCATION

****Master of Business Administration (MBA)** Putra Business School, University Putra Malaysia**

****Bachelor of Business Administration (BBA)** University Kebangsaan Malaysia (UKM)**

CERTIFICATIONS

Certified in Coaching and Mentoring Professionals (ITD)

Licensed Administrator for Myers Briggs Test Instrument (MBTI)

Licensed Administrator for SHL Test Administration

Licensed Administrator for Occupational Personality Questionnaire (OPQ - SHL)

Licensed Administrator for Personality Questionnaire (DISC)





SKILLS

HR Strategy Development

Talent Management & Development

Employee Relations & Engagement

Recruitment & Selection

Performance Management Systems

Organizational Development

Cross-Cultural Communication

