



# Yogesh Kotian

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## PROFILE

11+ years of extensive experience with Banking and Financial industry into **HR Reporting Analysis, Vendor Management, HR Operations, Recruitment Coordination.**



## EXPERIENCE



### UBS India Solutions Pvt Ltd.

*June 2018 - till date*

**Recruitment Coordination Lead & HR Reporting**

#### Portfolio

- Managing & Leading the team of 8 members for Interview scheduling/Co-ordinating/ raising the onboarding request.
- Tracking the team performance & sharing their productivity report on monthly basis
- Handling the complete HR Headcount analysis for UBS Pan India.
- Tracking key milestones. (HC, Attrition, Dropout, Offers, Inflight, Actual V/s Projection)
- Publishing Weekly / Monthly Dashboards ensuring the Quality & Quantity Improvement in BU's / LOB's
- Preparing Governance & Graphical presentations to give high level view to the Senior Management.
- Monthly presentations on the Headcount including Forecasting / Challenges/ Achievements / Plans / Items for management attention.
- Adhoc reporting as and when requested by Teams / Senior Management.
- Provide complete, accurate and timely reports in the form of standard packs, dashboards and informative
- Reports based on business and stakeholders requirements (Weekly / Monthly)
- Excellent hands in PowerPoint presentations & Advance Excel.
- Sending out the report to the Onboarding team for the Employee ID creation.
- Vendor Management : Execution of Contract, Vendor Invoicing, Vendor Performance

#### Achievements

- Received Rising Star Award in Q4 2018
- Appreciated for streamlining the Offer Data in the Span of one month



### Morgan Stanley (On roll of ABC Consultant Pvt Ltd)

*May 2013 - June 2018*

**Deputy Manager - HR Analytics (Recruitment)**

#### Portfolio

- Responsible for overseeing the day-to-day operations of the team, distributing the work amongst the team member and making sure motivation and performance levels are maintained.
- HR Reporting:-
- Provide and Publish Daily, Monthly, Weekly and Quarterly HR Analysis and Reporting to Top Management of Organization.
- Preparing dashboards for the Asia Region and analyzing the data to determine the implications of the reports/data results.
- Responding to ad hoc data requests from internal clients as delegated by business owners, often within tight deadlines.
- Designed and developed customized dashboards for the senior management.
- Dashboard Reporting: Presentation and Graphical Reports produced for senior management which helps to take decision on various activities in the organization.
- End to end Vendor Management i.e reporting, invoicing & reconciliation Vendor Performance evaluation.

- Maintaining Employee Referral data & managing the employee referral payout to the employees
- Managing the process of contingent hires for duplicacy check from Taleo system as per the TAT.
- Offer Management: -
- A single point of contact for Mumbai & Bangalore Location for Offer Management Process.
- Taking care of offer Initiations post selection and handling pre-& post joining formalities.
- Taking care of Background Verification process, pan India.
- Achievements
- Received Spot award for efficiently managing the data in the year 2017.
- Appreciated for managing the Duplicacy check for all the 3 location efficiently.
- Appreciated for effectively and efficiently managing the offer management process.
- Appreciated for maintaining the MIS data for 750+ candidates single handedly.



## **DBOI Global Services (On roll of Ranstand)**

*October 2008 – May 2012*

*Executive – HR Analytics*

### **Portfolio**

- Maintain and updating recruitment dashboard for DBOI entity.
- Data extraction ,preparing analysis to support management queries.
- Maintaining Recruitment Tracker for individual recruiter to track their adherence SLA.
- Generating Weekly & Monthly Recruitment Report for DBOI and making the power point presentation for top management.
- Maintaining Man Power Data & tracking the new joiners data.
- Sending out the new joiner confirmation to ensure smooth.
- Maintaining Employee Referral data & managing the employee referral payout to the employees.
- Maintaining Travel Reimbursement data for all the candidates, ensuring the reimbursement payout & generate reports for tracking the cost for organization.
- Maintain Database of all the resumes following in , conducting the duplicacy check ( all 3 location Mumbai, Bangalore & Jaipur) & informing the vendors and recruiters about the same.
- End user for Taleo® and People Soft for recruitment purposes.
- Maintain & Update -HRIS system.
- Managing the offer roll out for Mumbai location, maintain the back papers for all offer for Audit purpose.
- Scheduling, Planning, Co-coordinating & organizing Interviews.
- Organizing mass recruitment projects like Walk-ins, Graduate Hiring drives and Employee referral drive for various Requirements.
- Managing Legal entity transfer cases for DBOI and DB – AG entity & rolling out offer as and when required.
- Maintaining & updating candidate databases for future use reference.
- Candidate management up to on boarding.( On boarding, Documentation, Induction)



## **SPANCO Respondez BPO Pvt Ltd**

*May 2007 – September 2008*

*HPM Coordinator*

- Maintaining Attrition Report on a monthly basis.
- Rolling out Offer Letter.
- Maintaining resourcing MIS on a daily basis,
- Conducting Test & Coordinating with HR/Operations.
- Responsible for collecting & verifying the documents of the new joiners.
- Maintaining Employee Referral Report on a daily basis.
- Keeping a track of Joiners for different Processes.



## **EDUCATIONAL QUALIFICATIONS**

- B.com from Mumbai University.
- PGDM – HR from Welinkar Institute.



## **PERSONAL PROFILE**

- Date of Birth: 25<sup>th</sup> May 1986
- Marital Status: Married