

BAHADUR SINGH HANSPAL

HR Business Partner | Operations & Talent Specialist

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Location: Delhi, India

PROFESSIONAL SUMMARY

Results-oriented HR Business Partner with **4+ years of experience** driving HR Operations, Payroll, and Grievance Redressal in high-growth startup environments. Proven track record of **scaling a workforce from 35 to 130+ (3x growth)** while maintaining **100% payroll accuracy** and full statutory compliance. Expert in building HR frameworks from scratch, automating processes via **KEKA HRMS**, and reducing attrition through structured engagement and rapid grievance resolution. Adept at managing the complete employee lifecycle—from onboarding to exit—with a focus on operational speed and process efficiency.

Professional Development: AI & HR Analytics Strategy

Advanced Certification: Completed a comprehensive AI Masterclass (Outskill), focusing on the integration of Generative AI within HR workflows to automate recruitment and improve employee engagement.

HR Data Analytics: Earned a certification in HR Analytics (Udemy), mastering data-driven decision-making and workforce planning techniques.

Digital Brand Strategy: Spearheaded a personal digital project, Haqq Al-Noor, utilizing AI tools for end-to-end content production, branding, and community management.

Strategic Transition: Utilized this period to prepare for cross-border HRBP roles, focusing on remote-first operations and global HR compliance.

WORK EXPERIENCE

HR In-Charge / HR Operations & Talent Acquisition

Doodhvale Farms — Delhi, India

July 2024 – Jan 2026

Leading the HR function for a hyper-growth startup, scaling workforce 3x while ensuring operational stability and compliance.

HR Operations & Scalability

- **Orchestrated Hyper-Growth:** Partnered with founders to scale the organization from **35 to 130+ employees** in under 12 months, ensuring workforce availability and zero operational bottlenecks during rapid expansion.
- **Tech Transformation:** Led the migration from manual spreadsheets to **KEKA HRMS**, automating attendance, leave, and payroll data flow. This reduced manual errors by nearly 100% and cut processing time significantly.
- **Policy Design:** Built the HR policy framework from scratch, including Attendance, Leave, and Shift Discipline policies to bring accountability to a previously unstructured workforce.

Payroll & Compensation Governance

- **Payroll Ownership:** Managed end-to-end payroll for **130+ employees** with **100% accuracy and zero delays**. Oversaw inputs, deductions, reimbursements, and Full & Final (F&F) settlements.
- **Reimbursement Architecture:** Designed a transparent reimbursement policy with a defined approval matrix (Google Forms/Sheets), ensuring payouts are standardized by the 25th of every month to prevent dissatisfaction.
- **Statutory Compliance:** Established full compliance for **PF & ESI** from the ground up, including registration, monthly filings, and salary restructuring to minimize legal risk.

Employee Relations & Grievance Redressal

- **Grievance Mechanism:** Deployed a structured ticketing system with a strict **48-hour SLA**, drastically improving trust and resolution speed for employee issues.
- **Conflict Resolution:** Acted as the single point of contact (SPOC) for disciplinary actions, reducing legal exposure during PIPs and involuntary exits.

Attrition Management & Engagement

- **Retention Strategy:** Analyzed exit interview data to identify attrition triggers, implementing corrective measures in onboarding and daily operations to stabilize the workforce.
- **Performance Culture:** Structured the Performance Improvement Plan (PIP) process to objectively manage underperformance while maintaining documentation readiness.

US IT Recruiter

Serigor Inc. — Remote (India / U.S.)

April 2023 – July 2024

- Executed full-cycle US IT recruitment across W2, C2C, and 1099 hiring models
- Sourced and screened candidates for niche technical roles including Cyber Security and Network Engineering
- Performed US work authorization and visa validation as per client requirements
- Used LinkedIn Recruiter, Dice, Monster, and Boolean search techniques for sourcing
- Coordinated remotely with US hiring managers and vendors for interview and offer processes

Technical Recruiter

Future Ahead Business Solutions Pvt Ltd (Delhi, India)

Mar 2021 – Mar 2023

- Managed end-to-end recruitment lifecycle for IT and non-IT roles
- Maintained a 90%+ offer-to-joining ratio through effective candidate engagement
- Conducted initial technical screenings and coordinated interviews
- Supported remote hiring and onboarding processes

Notable Achievements

- Built the entire HR function from scratch, scaling the workforce from approximately 35 to 130 employees within one year

- Transitioned payroll operations from manual spreadsheets to **KEKA HRMS**, ensuring zero delays and 100% accuracy
- Maintained a 90%+ offer-to-joining ratio through strong candidate engagement strategies
- Executed full-cycle US IT recruitment across **W2, C2C, and 1099** hiring models for niche technical roles

Skills & Competencies

HR Operations: Grievance Redressal, Attrition Analysis, Onboarding/Offboarding, Policy Formulation.

Payroll & Compliance: End-to-End Payroll Processing, Statutory Compliance (PF & ESI), Salary Structuring, F&F Settlement.

HR Technology: KEKA HRMS (Implementation & Management), Google Workspace, MS Excel (Advanced), LinkedIn Recruiter.

Talent Acquisition: US IT Recruitment (W2/C2C), Technical Sourcing, Boolean Search, Vendor Management.

EDUCATION

- **MBA - Human Resource Management** | NMIMS Global | 2022 – 2024
- **Bachelor's Degree** | IEC University | 2020

CERTIFICATIONS

- **Generative AI Mastermind** - Outskill (2025)
- **HR Analytics using MS Excel** - Udemy