**Krishna Gopi. G**

[talentmanager360@gmail.com](mailto:talentmanager360@gmail.com)

7661919928/9985654213

**Career Apercu**

* Strategic HR professional with **14+** years of experience in complete **employee life cycle management**
* **10+years** of exclusive **IT/BPO** and **3.6 years** in **Automotive** sector experience
* **Headed** **HR department** and worked in **Sr. Manager**, **HRBP, Generalist** and **HR-Operations** roles
* Demonstrated experience in **business partnering**, retention, organization development and driving work culture
* Adept in working for **IT, ITES**, and **Automobile** companies
* Proven expertise in setting up **HR-Department** and **seasoned** in driving **established** systems
* Compassionate professional in understanding **business scenarios** and **partnering** with **business leaders**
* Excellent **team building skills** and orientation for **developing high quality talent** **pool** within the organization
* Seasoned in **leading teams** and working as an **individual contributor** as well
* Prolific in handling **white collar** and **blue-collar** manpower across all levels
* Proven ability in working with **small, medium& large companies** and **teams** with a process-oriented approach
* Managed a **manpower headcount** ranging from **30-1600**

**Core Competencies**

Talent Development

Performance Management

Grievance& Counselling

Attrition& retention

On-boarding& Off-boarding

Manpower Planning

Talent Acquisition

HR-Operations

Pay-roll& Statutory

PIP, IDP& MDPs

Diversity& Inclusion

Policies& Procedures

Business Partnering

Employee Engagement

Competency Mapping

Reward& Recognition

Succession Planning

Skill Matrix

**Striking accomplishments**

* Suggested ideas and partnered with bench resources for developing internal HRMS and ATS (**HR Automation**)
* Brought down attrition rate from 23% to 15% within a span of 6 months
* 100% key manpower retention rate for 2 consecutive years
* Streamlined contract manpower and reduced capital expenditure
* 100% points scored during manufacturer audits for 12 consecutive quarters
* Received accolades and cash reward for exemplary performance for the L&D plan& execution

**Professional Experience**

* **Manager-HRBP** with **Technoreach IT** from **Sep-2019** to **till date**
* **Sr.HR-Manager** with **Mahavir Group** from **Jan-2016** to **Aug-2019**
* **HR Manager** with **Sparsh Communications** Pvt. Ltd. from **Mar-2011** to **Dec-2015**
* **Asst.HR-Manager** with **Shivsans BPO& Fin Infocom** from **Feb-2009** to **Feb-2011**
* **Executive-TA** with **TMI-First** from **July-2008** to **Jan-2009**
* **Sr. Process Associate (HR)** with **Gram-IT** (A Satyam initiative) from **Apr-2005** to **Aug-2007**

**Talent Development& Employee Engagement**

* Preparing employee engagement charter on monthly basis and executing across locations
* Plan and conduct engagement, satisfaction, and pulse surveys
* Working on **succession plan** & partner with L&D/external vendors for specific training programs
* Conduct **skip level** meetings/**1-to-1**/**open house**/**town halls/focus groups/listening posts**
* Employees connect activities like organizing in-house events, recreational activities, celebrations, team building games, skill improvement programs, health camps, dietary advice from specialist, Potluck lunch etc.
* Ensuring prompt resolution of employee **grievances**, concerns, and queries
* Work with managers and team leaders to manage employee relation issues including performance, conduct, conflict of interest, grievance, and discipline
* Provide advice, assistance and follow-up on company **policies, procedures,** and documentation
* Designed employee **career path**, their **promotions**, and **transfers** in consultation with Business Heads
* Provide guidance to managers and employees on **disciplinary**, grievances, performance, policies, and benefits
* Preparation of **skill matrix& competency framework** for all the positions and updating the same time to time
* Supervise and assist internal trainer to develop training programs for specific group of employees and determines special training programs to support **career planning** of employees
* Provide plan of action for **training** certification and working on CTO (Skoda Training Online) portal for **learning management**

**Performance Management System/Rewards& Recognition**

* Introduced **competency framework** and mapped existing competencies of manpower
* Helped business leaders in implementation of **competency mapping** across all business units
* Handling probation reviews, providing feedback and providing clearance for confirmation letters
* Participating along with business leaders in weekly, fortnight and monthly **performance review** meetings
* Disseminating information about **goals, targets** and expected outcome to employees
* Communicating set **KPIs** to employees and making them understand about organization expectations
* Review **KPI** scores and helping teams to improve upon wherever necessary
* Assisting business heads during employee **appraisal** and performance **rating**
* Identifying and working with the non-performers to decide on their **PIP** and continuity in the role
* Preparation of **IDP, LDP**& **succession plans** andensure training initiatives happen as per the calendar
* Support in building the **talent pipeline** by developing robust **career & succession planning** mechanisms
* Design **rewards& recognition** and ensure the same is in place on quarterly, half-yearly and yearly
* Review incentive and compensation structure from time to time and suggest inputs

**Talent Management/HR-Operations**

* Writing **policies** and updating company **handbook** time to time and communicating to employees
* Monitoring background verification process **(BGV)**, offer, appointment and exit letters issuance
* Ensure employee bank account creation, ID Cards, uniform, and laptop issuance are within the timelines
* Oversee personal files as per manufacturer guidelines and employee database management
* Compiling pay sheets, processing **pay-roll** and addressing queries
* Ensure post pay-roll work is done i.e., **PF**, **ESI**, **Bonus** and statutory payments within the timelines
* Working on employee **F&F** settlements including **Gratuity** and **Group Health Insurance**
* Preparing and updating **job descriptions** and **KPI**s, target sheets time to time
* Responsible for handling manufacturer **HR-Audit** on quarterly basis
* Handled ISO-recertification process and provided necessary documentation within the timelines
* Ensure periodic **status dashboards** (MIS) to business stakeholders for clear understanding and analysis
* Providing **people analytics dashboards** to business leaders about attrition, hiring, engagement, training etc.
* Lead the **HRIS/ATS** implementation across the group
* Responsible to ensure statutory compliance, renewals, maintenance of registers in HR department
* Ensure HR Scope of Services is fully leveraged through partnership across the HR team, to maximize the Global model and deliver HR services for the BU

**On-boarding, Off-boarding& Talent Acquisition**

* Design, organize, monitor and delivery of new joiner **orientation/on-boarding** process
* Communication of policy guidelines, procedures and rules pertaining to employment processes and services
* Introduced and handled **shadow** program which enables new employee to understand work culture
* Conducting **on-boarding feedback survey** (30-60-90) and analyze the trends for process improvements
* Handling off-boarding interviews, and **exit survey** to analyze and identify areas of improvement
* Responsible for the **manpower planning** process to balance supply and demand
* Ensure best in class **manpower hiring** as per business unit’s requirement within the TAT
* Tracking manpower availability and business units cost month on month to act in case of any deviation
* Overseeing **psychometric tests** (Thomas and PAPI) and helping hiring managers with the test reports
* Salary, benefits, and notice period negotiation of the selects
* Responsible for **BGV adjudication** and providing clearance to new joiners

**Organization Development/L&D/Diversity& Inclusion/Change Management**

* Coach and partner with managers to facilitate & lead organizational and cultural change initiatives
* Partner with talent sourcing team to map and hire diverse workforce
* Manage workforce re-deployment and reduction in coordination with legal team to mitigate potential risks
* Evaluate business drivers, assess risks and benefits, develop effective change management strategies
* Identify training needs for business units and individual executive coaching needs
* Working with L&D team for specific programs for individual development

**Other work experience**

* 7+ years of experience in school administration, management, and teaching (Dec1997- April 2005)

**Educational Qualification**

* MBA in Human Resources and Marketing from ICFAI-Bhimavaram, (Regular Mode)-2008
* Bachelor of Arts from Dr. BRAOU
* SSC from ZPP High School

**Technical Qualification**

* Well versed with MS-Office
* Window-OS and Linux-OS

**Personal Dossier**

**Name**: Gopi Krishna Govindaraju

**DOB**: 30-Jan-1980

**Father**: Vijaya Bhaskaram Govindaraju

**Languages Known**: English, Telugu& Hindi

**Yours Sincerely**

**(Krishna G.G)**