

NIKHIL P P, MBA

Senior HR Executive / Recruiter | Senior Consultant – H R Supervisor

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PROFESSIONAL SUMMARY

Experienced HR Operations Supervisor with over five years of expertise in driving organizational success through strategic HR leadership and innovative initiatives. Proficient in enhancing HR functions such as recruitment, onboarding, training, employee relations, payroll processing, and performance appraisal. Successfully led high-performing teams to streamline processes, resulting in a 25% increase in efficiency. Adept at implementing HR policies to ensure compliance and foster a positive work culture. Committed to leveraging HR expertise to contribute to organizational growth and success.

AREAS OF EXPERTISE

- Recruitment & Talent Acquisition
- Onboarding & HR Induction
- Employee Relations & Engagement
- Training & Development
- Performance Management
- HR Audits & Process Automation
- HRIS (Human Resource Information System) Management
- Payroll Data Processing & Compliance
- ISO Process Implementation
- Vendor Management
- HR Policy Development

PROFESSIONAL EXPERIENCE

CEPTES Software Pvt. Ltd., Bengaluru, India

January 2019 – May 2024

Sr. Consultant - HR Supervisor

- Managed end-to-end recruitment processes using platforms such as LinkedIn, career sites, and social media.
- Conducted induction and orientation programs, and managed onboarding and exit processes.
- Enhanced the colleague experience through effective onboarding and managing the employee journey
- Maintained accurate employee data, conducted background verifications, and coordinated HR audits
- Managed the annual performance appraisal process, including report generation and proactive follow-up with employees
- Fostered positive employee relations and engagement, and executed training programs to enhance team culture
- Ensured compliance with government requirements and maintained high professional standards
- Provided administrative and management support to the Director of Human Resources, ensuring the implementation of office administration, policies, standards, and procedures.
- Adept at supporting senior HR leadership and ensuring alignment with organizational policies and procedures.
- Revamped the employee self-service portal by 20% based on feedback survey insights.
- Implemented a new portal for recording tech-related scenarios with solutions, improving efficiency and time management by 40%.

EDUCATION

- **MBA in Human Resource Management** - Karunya University, Coimbatore
- **Bachelor of Commerce** - KMM College of Arts and Science, M G University, Kochi

TECHNICAL SKILLS

- HR Software: Salesforce, Paybooks, ZOHO
- Productivity Tools: MS Office Suite, G Suite, Outlook
- Design Tools: Canva