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SHIVAKRUPA RAJARAM

HUMAN RESOURCE PROFESSIONAL



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I bring to the table an interesting concoction of some contemporary insights on Human Resources and noteworthy experience in Software Development gained from various real-time and freelancing projects in learning and development, training, recruitment, compensations, and employee engagement

PROFESSIONAL EXPERIENCE

APT ADROIT48 PRIVATE LTD

Head-HUMAN RESOURCES

KEY ROLES AND RESPONSIBILITIES



- Developing recruitment strategy, Talent planning, Comprehensive recruitment planning and develop annual training plan.
- Ideate, Develop, Design employee engagement ideas and assist employees in their work and give them coaching and mentoring as and when required.
- Manage the induction, Onboarding, Operations, Probation and other end to end employee activities.
- Manage complete PMS Cycle.
- Conduct benchmarking exercises periodically for the organization to compare with industry standards.

VIKATAN MEDIA PRIVATE LTD

HR-LEARNING AND DEVELOPMENT

LEARNING AND DEVELOPMENT



- To plan and develop annual training calendar based on defined metrics, learning and development strategies and negotiate on priorities with line and operating managers
- To conduct training need analysis and build competency mapping framework around the training plan for various job roles in accordance with training performance metrics
- Managed process and skill training sessions based on resources, budgets, time-frames available to develop and implement key action plans across verticals and business units
- Collaborated with HR champions, process owners, and subject matter experts to devise curriculum, soft-skill notes, etiquette lessons, and content on effective communication
- Engage with global counterparts to devise important training projects for cohorts, BUs, and cross-functional teams across the organization to improve morale and productivity

EMPLOYEE ENGAGEMENT



- Led employee engagement surveys, conducted focus groups, organized team outings; researched and recommended changes in training methodology and delivery modes
- Managed and coordinated efforts to organize rewards and recognition programs and CSR activities, assisted in conducting townhalls, luncheons, and talent events for buddies
- Planned, co-developed and worked for implementing strategic HR initiatives for driving, communicating, and aligning buddies to Vikatan's vision to organizational best practice

LARSEN & TOUBRO (LTI) INFOTECH

Software Engineer/Employee Engagement

RESPONSIBILITIES



- Coordinated for monthly employee engagement activities, organized and hosted talent shows, assisted HR champions for incentivizing rewards and recognition programmes
- Co-conducted refresher sessions and training courses that aided employees to learn, and apply key skills at work such as communication, goal setting, and conflict resolution
- Assisted the HR team to identify training needs at individual, team and organizational level. Assist in preparing training catalogues aligned to business needs and its execution
- Designed and create targeted training workshops on topics such as team building, business writing, communication, presentations for improving abilities and performance

STARTUP EXPERIENCE

Collaborated with "Positive Strokes" to re-engineer core HR functions: streamlined learning and development programs; transitioned operations to help clients benefit from a seamless and best-in-class training experience

EDUCATION

SYMBIOSIS CENTER FOR DISTANCE LEARNING, PUNE

Post Graduate Diploma in Human Resource Management

RAJALAKSHMI ENGINEERING COLLEGE, CHENNAI

Bachelors of Technology (B. Tech)

CERTIFICATIONS

- ✓ Professional Trainer in design and facilitation of Experiential learning.-IIFE Canada
- ✓ Completed SEGMENT-A in INS24 Insurance certification

KEY SKILLS

HR TRAINING

RECRUITMENT

LEARNING AND DEVELOPMENT

SOFT SKILLS

BENEFITS

HRIS

EMPLOYEE ENGAGEMENT

R&R

PAYROLL

SOURCING

PIPT

MOST PROUD OF

- **Classical dancer, singer and a veena player;** have participated in various concerts for fund raising events and received accolades and appreciations
- An active volunteer at a NGO **"PRAYAG"**, that helps indigent children – to deliver English classes
- Career coaching and mentoring: Shared learning experiences (e.g: Student development camps, home, schools, and conferences)
- Collaborated with the HR team for organization's cultural event **"Scintillations"** helped to conduct theme-based cultural workshops

PROJECTS

Readers Advisor

Readers Advisor is an internal project in collaboration with the print, sales, and circulation team. I was chosen to actively engage with students across Tamilnadu to create and deliver knowledge-based workshops to create and deliver impact

C for Communication

"C for Communication" was a HR skill incentivization project for Avidus Academy of Management. We co-created a customized training content based on student knowledge and transferability skills. The cornerstone of the project was to do a "SWOT" analysis based on one-on-one interactions

5 YEARS
FROM NOW

I will be more focused, motivated, and driving towards success, long-term stability and continuous learning. I am aware of the present climate within this industry and would put my best foot forward to secure my commitment to your company, which is one more step closer to my vision