

Krishna Naicker

Phone No.: 7874097151

Email: krishnats00@gmail.com

Experience Summary

Highly accomplished HR/Recruitment lead with 10+ years, where I have gained the right knowledge and experience in operational HR; People Management, Manpower Planning, Budgeting, Talent Management (TM), Recruitment and Selection High Valued Candidates.

Skilled in developing solid and respectful teams, enabling increased efficiency and effectiveness across the organization. A strong strategic thinker, with high energy and passion, bringing an innovative approach that allows me to draw the best out of people.

Also conducted and managed Mass / Bulk recruitment. Scored an edge over competition by building a wide network of IT professionals, vendors, recruitment professionals which aided in closing positions faster. Has proven track record in leading teams and delivering against challenging targets. Extensive experience in Networking, Reference & Job portals and used various applicants tracking system (eg. Naukri/Monster/Times job & Linked In Etc). Experience in the formulation and development of Quality Recruitment Process Manuals, efficiency & effective performance monitoring system/ and create control points within the process which will enable timely execution of the defined process with minimum defects. Highly knowledgeable in a wide variety of professional disciplines as a HR & Recruitment specialist (Employee Engagement / Recruitment.)

Key Skills

Recruitment Planning, Hiring Strategy, Stakeholder Management, TAT, Cost per hire reduction, Recruitment Analytics, Employee Engagement/Employee Relations, Performance and Team Management.

Work Experience

GrowQ Pvt. Ltd. Gandhinagar	Sept' 2021 - Till Date
HR Administrator	

Sourcing, Recruitment, Selection, Head Hunting. Full recruitment cycle.

- Preliminary interview. Salary Negotiation.
- Induction process (End-to End)
- Resignation & Exit process (End-to End)
- Entire HR Operational activities.
- Employment Engagement Activities - Birthday Celebration, Day's celebration, festival celebration.
- Vendor Management
- Grievance Handling
- Entire Performance Management
- Admin support – Guest House, Hotel booking, Travel etc.
- Payroll – Conducting monthly payroll cycle, Exit/F&F Cases, Employee Loan, Advance, Reimbursement payment etc.

Larsen & Toubro – Construction – (Service Care Pvt. Ltd.) - Third Party Roll	Oct'2017 – Sept' 2021
HR - Executive	
CTP3R, WDFC Project, Ahmedabad (Since Oct' 2017 to Mar' 2021)	
High Speed Railway MAHSR PKGC6, Vadodara (Since Apr' 2021 to Sept' 2021)	

A. Talent Acquisition

- Recruitment - Ascertaining the requirements of the projects with Management and filling up the vacancies through recruitment.
- Sourcing CVs through job Portals (Naukri, Monster), Consultants, social media networking (Facebook, LinkedIn), Head Hunting & Referrals etc.
- Conducting Interviews at Site level with Project Managers and Project Director.
- Salary negotiations, salary fixations
- Onboarding the candidates
- Conducting Campus interviews, conducting their online written test and personal interviews.

B. Talent Management

- Supervising the Entire process from joining till exit of staffs
- Ensuring timely processing of Confirmation from project level and HQ team.
- Trainees management- Designing their learning dairies and rotation plans
- Compensation Management
- Leave/Attendance Management
- End to End management of HR EIP system, Myzone system.
- Transfers and placements- Ascertaining the requirements of sites and allocating the required manpower to them.
- MIS management and regular reporting of manpower MIS at HQ
- Exit Management- F&F, Exit interviews
- Rewards and Recognition: - Designing and implementing tools for employee recognition Best Employee of the Month, STAR of the Month Award.
- Solving queries of employees by doing regular site visits.
- Conducting Regular Employee Engagements at site & TFL Office, celebrating festivals, birthday celebration, Fun lunch, family get-together, conducting team building activities.

A. Talent Development

- Identifying Training needs from PD & HODs.
- Coordinating with HQ team to schedule Training Calendar
- Conducting site based training
- Created various training Modules for new joiners, poor performers and Trainees.
- Designing Induction Modules
- Sending nominations to corporate trainings
- Summarizing training feedback and analyzing it for improvement
- Sourcing external faculties both for technical and Behavioral.

Infosense Services (Oracle Gold Partner)	Jul' 2014 – Sept' 2017
HR - Executive	

Sourcing, Recruitment, Selection, Head Hunting, Campus hiring. Full recruitment cycle.

- Preliminary interview. Salary Negotiation.
- Induction process (End-to End)
- Resignation & Exit process (End-to End)
- Entire HR Operational activities.
- Employment Engagement Activities - Birthday Celebration, Day's celebration, festival celebration.
- Vendor Management
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Winnny Immigration & Education Service Pvt. Ltd.	Aug' 2012 – Jun' 2014
HR - Executive	

Sourcing, Recruitment, Selection, Head Hunting, Campus hiring. Full recruitment cycle.

- Preliminary interview. Salary Negotiation.
- Induction process (End-to End)
- Resignation & Exit process (End-to End)
- Entire HR Operational activities.
- Employment Engagement Activities - Birthday Celebration, Day's celebration, festival celebration
- Vendor Management
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Khodiyar Cad Center (I) Pvt. Ltd.	Feb' 2012 – Jul' 2012
HR Executive	

Sourcing, Recruitment, Selection, Head Hunting, Campus hiring. Full recruitment cycle.

- Preliminary interview. Salary Negotiation.
- Induction process (End-to End)
- Resignation & Exit process (End-to End)
- Stock Maintains – Stationary, materials, company dress materials etc
- Employment Engagement Activities - Birthday Celebration, Day's celebration, festival celebration
- Vendor Management – Electricity, printing, A/C & Telephone etc.

- Housekeeping Management
- Grievance Handling
- Entire Performance Management
- Admin support – Guest House, Hotel booking, Travel etc.

Havoc Consultants Pvt. Ltd.	Apr' 2011 – Feb' 2012
HR - Recruiter	

- To handle the whole cycle of recruitment process.
- Sourcing Candidates from Job Portals - (Naukri, Monster), Social media networking (Facebook, LinkedIn), Head Hunting & Referrals etc.
- Provide a comprehensive recruitment service using the relevant recruitment system.
- Scrutinizing and short listing resume from database.
- Organize & Co -ordinate with Candidates for interview scheduling of with respect to clients & feedback from the clients.
- Log and track candidates throughout the recruitment process.
- Follow up on offered candidates.
- Maintaining various MIS on regular basis with respect to Recruitment Candidate mapping etc.
- Maintenance and computerization of resume database in-house.
- Helping negotiate the offer including compensation structures.
- Follow-up with client and candidate subsequent to candidate joining the organization to ensure satisfaction on both sides.

Education

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| • B.Com. (Commerce) from Gujarat University, Ahmedabad | 2010 |
| • Diploma HR from Gujarat Law Society, Ahmedabad | 2011 |

Personal Details

Date of Birth: 30-Oct-1987
 Permanent Address: Gajanand Hill, Flat-B/505, 5th floor, Nr. Divine International School, Narol Aslali Highway, Narol, Vatva-382440, Ahmedabad, Gujarat
 Marital Status: Married
 Language known: English, Hindi, Gujarati and Tamil.
 Hobbies: Listening to Music, Travelling