

ANAND KUMAR

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SUMMARY

A competent professional **with over 10 years** of experience in;

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|----------------------------|----------------------|---------------------------|
| - HR Operations | - Talent Acquisition | - Payroll Compliance |
| - Learning and Development | - Client Management | - Benefits Administration |

- **Currently associated with King Rose Services Pvt Ltd as HR Coordinator.**
- Significant exposure to various industries including Construction, Insurance, IT, Banking, Electric Vehicle Transport, and the Energy Industry.
- Achieved enhanced client satisfaction through strong business analysis, effective team management and problem-solving skills.
- Strong understanding of HR Operations, Training and Development, Recruitment, Performance Management Labor, Statutory, and Payroll Compliance in different industry sectors and various locations.
- Experience setting up HR procedures, policies, and systems at a startup company in order to create a dream team, a long-lasting business, and a positive workplace environment.

EMPLOYMENT PROFILE

HR Coordinator at King Rose Services Private Limited - April '21 to till present

- Responsible for managing the day-to-day HR operations in India and US
- Create and implement HR policies and procedures in accordance with industry best practices
- Handle all administrative tasks for onboarding, new hire orientation, and exit interviews, including entering data into HR information systems and auditing for accuracy and compliance
- Coordinating the recruitment process by conducting interviews, tests, and induction programs
- Assist in administering benefits, compensation, and employee performance programs
- Handling Statutory and Labor Compliance in India and US
- Assess training needs to apply and monitor training programs
- Effectively address and resolve employee grievances in a fair and timely manner
- Ensure legal compliance throughout human resource management

HR Service Delivery Senior Analyst at Accenture Solutions Private Ltd - May'20 to Dec'20

- Responsible for managing a team and handling daily HR activities related to Employee Data Management, including Onboarding, Job Changes, Personal Data Changes and Exit Management.
- Working on Workday and MyHR Portal to manage the workload and ensure to meet the targets and SLA agreed with the client.
- Conduct One to One and performance review of team members on weekly/monthly basis to effectively improve the efficiency of team.
- Organize and coordinate refresher trainings on process and responsible for updating process documents on a timely manner.
- Conduct employee engagement activities on a weekly basis to improve employee morale and provide a comfortable working environment.

Assistant Manager (HR Operations and Compliance) at Allsec Technologies Limited - Aug'18 to Apr'20

- Responsible for managing the day-to-day HR operations across all client locations in India.
- Handle all administrative tasks for onboarding, new hire orientation, and exit interviews, including entering data into HR information systems and auditing for accuracy and compliance.
- Assist in administering benefits, compensation, and employee performance programs.
- Organize and coordinate the annual employee performance reviews.
- Handling the Payroll Compliance and ensure timely processing of employee salary.
- Performing Service Provider Audit on a weekly basis and ensuring that all non-compliant items are resolved within the set target date.
- Overseeing and ensuring that all statutory labor law compliances are adhered by the organization and reporting the same to the management on a regular basis.

Senior Team Lead (Benefits Administration) at HR Governance Solutions India Pvt Ltd - Sep'12 to May'18

- Responsible for providing Benefits Administration Services for the clients based in the US
- Managing US Insurance Deductions, Billing and Data Management activities for clients and fulfilling their requirements at all times.
- Manage staff job results by coaching team leads, planning, monitoring, and appraising job results.
- Perform internal ISO audit to ensure company meets the standards of the ISO 27001 and ISO 9001:2008
- Coordinating the recruitment process by conducting interviews, tests and induction programs.
- Organizing employee engagement activities to improve teamwork and create a positive work environment for the employees.

HR Administrator at Sasol Petroleum International Ltd- Jul'10 to Aug'12

- Serving as a subject-matter expert in the Recruitment Process and Vendor Management.
- Administrating contracts with regards to Procurement, Purchasing and Licensing Activities. Setting up purchase orders and managing vendor application process.
- Assisting in organizing and scheduling meetings and documenting the minutes of the meeting.
- Organizing employee-engaging events such as Potluck Day and Secret Santa.

Commercial Negotiator - Admin at Shell Petroleum International Ltd - Jul'07 to Jun'10

- Managing receipt of tenders coming into the Consultant's Team from external Consultants and helping to decide which tenders are to be quoted based on the Consultant's League Table.
- Responsible for the monitoring and control of the Tenders tracking spreadsheet. Controlling and monitor the Enquiry process on SAP tool to ensure that all tenders are ready for the Commercial Negotiators to price on the required date
- Support the Consultant and Flexible Sales Team Leader in developing and maintaining relationships with chosen consultants from the Consultant League Table to improve success rates.

EDUCATION

MBA (International Business and People Management) from University of Aberdeen, UK in 2007
B. Com (Finance and Accounts) from Shri Bhagawan Mahaveer Jain College, Bangalore in 2004

PERSONAL DETAILS

Address: 506, 40th Cross, 8th Block, Jayanagar, Bangalore-560082
Languages Known: English, Hindi, Kannada, Telugu and Tamil
Hobbies: Writing Blogs, Trekking, Playing Guitar and Badminton