



Result-oriented professional targeting assignments in **as Head HR/ Admin/ IR in Corporate/ Manufacturing/ Automobile component industry.**

CORE COMPETENCIES

- New Business Initiatives
- HR Business Partner
- Employee Lifecycle Management
- Compensation & Benefit
- Training & Development
- Leadership and Behavioral Training
- Business Performance & Profitability
- Performance Management
- HR Shared Services
- Talent Acquisition
- Employee Engagement

SOFT SKILLS

- Change Agent
- Collaborator
- Communicator
- Innovator
- Planner
- Thinker

CERTIFICATIONS

- **Certificate on Safety** – Safety Institute, Bangalore in **2011**
- **Certificate of Proficiency in Russian Language** (School of Foreign Language, New Delhi) in **2005**

EDUCATION

- **MBA (HR)** from IGNOU, New Delhi in **2010**
- **PGDM & Post Graduate Diploma in Human Resource Management** from IGNOU, New Delhi in **2010**
- **M.Com.** from Annamalai University, Chidambaram in **2003**
- **B.Com.** from Annamalai University, Chidambaram in **2000**

SOCIAL AFFILIATIONS

- Trainer in Heartfulness Meditation
- SELP Qualified in Landmark Education

PERSONAL DETAILS

Date of Birth: 15th May 1978

Languages Known: English, Hindi, Tamil & Telugu

Address: # F2, Sanjeevi Flats, 7, Arumugam Street, Pazhavanthangal, Chennai – 600 114

PROFILE SUMMARY

- Seasoned professional with **nearly 24 years of experience** in **HR Business Partner, IR, Automation, Administration & HR Operations**
- **Partnered with other HR functions** to drive and leverage all HR programs including performance management, compensation, executive and employee development, succession planning, work force optimization, staffing and benefits
- **Excels in leading all HR, IR & Administrative functions and crafting strategies** that meet business goals & transform organization into a modern, productive and inclusive workspace
- **Foreign Exposure:** Russia, Oman, Iran, Djibouti
- **Developed and implemented programs/training** designed to achieve strategic, business, and operational goals; and advised senior leadership on matters that include talent acquisition, performance management, strategic planning, policy, staffing, compensation, and succession planning
- **Formulated partnerships across the HR function** to deliver value-added service to management and employees that reflects the business objectives of the organization
- **Expertise in HR Management and Employee Lifecycle Management (xxx+ employee span)** with key focus on talent development, optimal utilization of resources, and change management
- **Focused on Continuous Improvements-** solicit regular feedback & proactively recommend & implement solutions to ensure processes & service levels meet; ensured continuous operations 24/7 during COVID – 19 intense locks down
- Actively extended **support to Managing Director** for all the routine work and **managed Greenfield Project** of an Automobile Plant with **employee size of 1600 employees**; performed **audits** (TS 16949, ISO 14001, OHSAS 18001) **for the HR Department**
- **Supported the creation and deployment of the HR shared services** strategy in partnership with HR Business Partners, HR Centers of Excellence, and business stakeholders (employee transfers, redeployment, issuance of PIP, disbursement of variable pay & performance incentive)

NOTABLE ACCOMPLISHMENTS

- Formulated & implemented **HR Policies & Procedures, Contingency Plan** in alignment with Global HR Policies
- Obtained Consent to Operate **(CTO)** and Consent to Establish **(CTE)**
- Introduced **metrics-based online PMS tool** with an emphasis on operating results
- Improved quality standard & productivity by designing & implementing **“Operating Engineer” Concept**
- Recruited **250 BE/B.Tech. / Diploma Trainees (GET)** through campus placements & job fairs within record time
- Supervised a **team size of 12 members and 1600 employees**
- Evaluated and mitigated **employees’ overtime cost by 25%**
- Reduced **employee transportation costs by 30%**
- Successfully organized **mega-events** (Sports, Marathon, Cycling, Trekking, Yoga & Meditation) **for 500+ participants/employees**
- Deputed to Saint Petersburg, Russia for Naval Project
- Underwent **Navigation System Training** at Prestigious Russian Naval Academy

PROFESSIONAL EXPERIENCE

Since Oct'22:	Greenpanel Industries Ltd., Andhra Pradesh as Head HR & Admin
Sep'18-Sep'22:	Seoyon e- HWA Summit Automotive Anantapur Pvt. Ltd., Anadhra Pradesh as HR Head & Admin
Dec'15-Sep'18:	Takata India Pvt. Ltd., Chennai as HR- Section Head
Dec'11-Dec'15:	Sunshine Group, Chennai as Manager HR & Admin
Jul'96-Aug'11:	Indian Navy, Team Leader – HR & Admin

Key Result Areas:

HR Business Partner:

- Maintaining an effective level of business literacy about the business unit's financial position, plans, culture & competition
- Analyzing metrics in partnership with the HR group to develop solutions, & execute projects

Organization Development:

- Working with senior leadership to create & implement a holistic HR strategy to meet short & long-term business challenges with a focus on areas such as talent & leadership, culture & values, and engagement
- Analyzing HR processes and streamlining systems with a focus on improving processes to promote reliability, increase simplicity and enable scalable growth

HR Operations:

- Directing manpower planning & budgeting, recruitment, job descriptions, & KRAs
- Conducting various surveys to collate employee feedback on various dimensions of well-being with the objective of becoming an employer of choice; authenticating various Absconding & Labor, PRW, and Security deployed at projects

Employee Engagement:

- Developing employee engagement model, collecting results, & executing action plans for prompt resolution of employee grievances (Compensation & Benefits, Disciplinary matters, Performance feedback)
- Instituting an internal communication model; designing employee workshops, group discussions, and R&R programs to support core values; driving robust strategies for attrition control

Performance Management:

- Analyzing training needs for employee development & reporting the same to management for rewarding them through various benefit programs
- Directing the Performance Appraisal process along with Career Management of employees; implementing a new succession planning process that identified top performers
- Creating development plans and opportunities to strengthen their skills while also advising for the performance improvement plan (PIP) for non-performing resources

Compensation & Benefits:

- Devising a competitive Compensation and Benefits plan to attract and retain talent
- Calculating grant of annual increments, salary revision on account of promotions, and wage negotiations with the union

Talent Acquisition

- Identifying, attracting, and onboarding top talent through a strategic approach to meet business needs efficiently; steering end-to-end recruitment life cycle

Training & Development

- Leading employee training and development division by monitoring competency grids and identifying training needs for skill/competency up-gradation; collecting and collating program feedback
- Designing and conducting customized training programs and ensuring that the initiatives are aligned with the organizational goals and culture by utilizing contemporary pedagogy, learning tools and methodology

Industrial Relation:

- Providing HR direction, consultation, advice and support to managers
- Supervising employee relations, labor relations, compensation administration, policy administration, benefits administration and union contract interpretation to ensure healthy working relationships and engagement with the labour Unions
- Drafting of various letters like warning letters, show cause notice, charge sheet, agreement of negotiation for salary/ wages/ bonus

Statutory Compliance:

- Formulating, submitting and maintaining various records /returns for Statutory Compliance under laws like Factories Act, PF Act, ESI Act, Apprentice Act, Employment Exchange Act, and Contract labor Act
- Liaising with External Agencies & Government Authorities - Director of Industrial Safety & Health, Labor Office, Pollution Control Board, Department of Industry, Fire Service, Forest Department, PF Office, ESI, Excise Department and Electricity Board

General Administration & HR for Sales

- Facilitate smooth functioning of various services at plants, like administration, facilities management, contractor's contract labour management, staff transport, canteen facilities, security arrangements, housekeeping, security, event management, vendor management, lease agreement, & AMC
- Was taking care of the **Sales team of South India**, follow up , feedback and **other HR activities for the sales team**