

## VIJAY KURUP

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### BRIEF OVERVIEW

- **Human Resource professional with over 16 years of work experience in different HR functions with specialization in Talent Acquisition.**
- **Currently heading recruitment for Vidal Health (formerly known as TTK Health)**
- **Organizations worked prior – Medi-Assist, Accenture & Convergys**
- **Significant experience in Healthcare, IT & ITES and Financial hiring.**

### Organisational Experience



#### **Vidal Health Insurance TPA**

**Designation : Manager - HR (Talent Acquisition)**

**Duration : Aug'16 till date**

Vidal Health formerly known as TTK Health Care is a market leader in India in the health insurance sector with over 2000 plus corporate clients in India & Middle East.

#### **Roles & Responsibilities:**

- Responsible for PAN India recruitments.
- Responsible for all Leadership & Mid-level hirings.
- Recruitment planning and forecasting- On the basis of new business or expansion of existing business.
- Manage the sourcing and hiring life-cycle that starts from the inception of the demand, proposing the do-ability/SLA to close the demand after studying the market pool, ensuring the right channel mix with focus on low cost channels.
- Experience in hiring diversified skill sets - Medical Professionals (Doctors, Pharmacy professional, Paramedics), BPO profiles, Finance professionals, IT, Contract hiring and other Support Functions.
- Campus hiring
- Vendor management – working closely with the consultants, training them as per the company's requirements. Vendor pay-outs.
- Conduct On-boarding & induction for Pan India recruits.
- Stakeholder management, weekly and monthly reviews with all Business Leads to track progress on the Centre's hiring.

#### **Medi Assist India Pvt Ltd. –**

**Designation: Assistant Manager - HR**

**Duration : Dec'14 till April'16**



Medi Assist – Is a leading Health Care company, which is primarily into TPA business. Medi Assist has more than 5500 large corporate clients and is spread across India with 18 branch offices. Medi Assist helps corporate companies to insure their employees under various health insurance schemes rather than serving through a self-funded health scheme.

#### **Roles & Responsibilities:**

- Responsible for end to end recruiting for Pan India & HR Business Partner.
- Lead a team of 15 members.

- Hired diversified portfolios like – Medical Professionals, BPO profiles, Finance professionals, Doctors, IT, Contract hiring and other support functions.
- Head the sourcing team for PAN India.
- Campus hiring.
- Recruitment planning and forecasting- On the basis of new business or expansion of existing business.
- Responsible for all middle level & senior level hiring.
- On-boarding & Induction.
- Vendor management – working closely with the consultants, training them as per the company's requirements. Vendor pay-outs.
- Heading Employee referral.
- Background Verification checks.
- Reports – Budgeting reports , regular recruitment reports and dashboard to senior management.
- Employee engagement
- Performance Management
- Exit & Retention
- Responsible for all HR -internal & external audits.
- Additional Projects: Early Warning System ( EWS), Paperless Documentation Records.



#### **Accenture India Services –**

**Designation: People Advisor / HR Business Partner**

**Duration : Feb'12 to Mar'14**

- Worked as a HR business representative for an IT business unit within Accenture.
- Responsible for complete Employee lifecycle for a head count of 762 employees.
- Performance management – Annual & Midterm Assessment, Promotions.
- Addressing to employees queries, resolving their concerns.
- Organised Town hall events – which is a bi-annual meet for all the employee at larger scale.
- Awarded the Extra mile award for a- special Employee Referral program drive which ran for my business unit.
- Conducting induction for the new joiners.
- Been part of Performance Management team for one of the entity, supported the Annual Performance cycle - Objective setting process, Drive Self Input ,Feedback Completion process where some of the key activities

#### **Accenture India Services –**

**Designation: Team Lead - Analyst ( Talent Acquisition )**

**Duration : Aug'09 to Feb'12**

- Successfully hired for all levels in the BPO & IT service industry, managing front level and middle level hiring.
- Manage the sourcing and hiring life-cycle that starts from the inception of the demand, proposing the do-ability/SLA to close the demand after studying the market pool, ensuring the right channel mix with focus on low cost channels.
- Stakeholder management, weekly and monthly reviews with all Business Leads to track progress on the Centre's hiring.
- Been part of On-boarding team.
- Worked as an IT Recruiter in (IDC).
- Preparation of compensation (PT's) for the new joiner
- Handled team of three, taking care of their day to day activities.
- Also got a chance to work with the Employ Referral team for a brief stint.
- Sourcing ER profiles for different skills, floor walks etc.

#### **Awards & Recognition**

Awarded the 'Extra Mile - Individual Award for the Quarter - 2012 & 2013  
 Maximizes Team's Performance - 2013  
 Drives to Add value – 2012

**Convergys India Services Pvt. Ltd.**  
**Designation: HR - Recruiter**  
**Duration : ( From Jul'04 to July'09 )**

Recruitment, Resourcing & Development

**Volume Hiring:**

- Handled tier one vendors for sourcing right talent.
- Daily interaction and briefing of the requirements and sourcing tips with the vendor recruiters.
- Worked on both contract and permanent ( full time employees)
- Negotiating salaries, generating offer letters and managing post offer documentation.
- Handled recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements for Operations.
- Involved in complete cycle of recruiting, involving sourcing, screening , interviewing, Offer making.
- Recruitment presentation to Leadership Team bi-weekly, which included the source mix & pipeline details.
- Introduced & managed a specific Employee Referral program within the company; floor walks, presentation during Inductions and cascading awareness about openings to the production floors were also few activities part of the program.
- Responsible for maintaining 75% Offer to Joining Ratio, 80% Training Throughput and 75% Retention for 90 days after hiring date.
- Handled the induction process of all new employees.
- Been part of Source mix planning
- Internal Job Posting Team

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**Granton Advertising Pvt. Ltd. Jan'03 – June' 04**

Worked as a Team Lead in Bangalore for year& half.

Granton is a Mumbai based company which is into advertising & marketing.

**Academic Qualification**

⇒ **B.Com (Business Organisation)** from Gujarat University 2002.

**Personal Profile**

Sex : Male  
Nationality : Indian  
Place : Bangalore  
Hobbies : Football, Table- Tennis, Cricket & Watching Movies.