

CURRICULUM VITAE

Nitheesh Pillai

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Career Objective

- Being a competent player, I want to be in a challenging position in an innovative, progressive organization which will effectively utilize my skills, potential, experience and also provide an opportunity to grow myself and to contribute for the organization.

Professional Experience

- With over 6 years of professional experience as an HR Operations specialist, Talent Acquisition expert, HR Generalist, and Administration professional, I have honed my skills in areas such as manpower planning, statutory compliance, training and development, and maintaining healthy employee relations.
- As an active and efficient competitor, I possess the ability to motivate and lead teams to achieve success. With a results-oriented mindset and a positive attitude, I excel at balancing multiple responsibilities while maintaining strong analytical and team management skills to consistently deliver quality results on time.
- I am adept at creating a transparent work environment, handling employee grievances, and upholding a high standard of ethics. My passion for excellence and dedication to my work make me an outstanding candidate for any organization seeking a professional with a proven track record of success in HR operations.

Academics & Qualification

Masters in Social Work (MSW)

From (Indira Gandhi Open University). Pursuing.

Diploma in Human Resource Management

Main Subject: Human Resource

Oxford HSC (E- Learning College) Distinction

Master's in Commerce (MCOM)

Main subject: Advanced Accounting & Statistics

(From SNCC / Gujarat university)-Second division

Bachelors in commerce (BCOM)

Main subject: Advanced Accounting & Statistics

(From SNCC/ Gujarat university) - First division

Completed HSC with Distinction Marks

(From SNEMS / Gujarat board, Year 2014)

Completed SSC with Distinction Marks

(From SNEMS/ Gujarat board, Year 2012)

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Skills	
Spine Payroll	HR Compensation Benefits
Employee Life cycle Management	Grievance Handling & Counseling
Talent acquisition	Conducting Effective Performance Reviews
Talent sourcing	Health, Safety and Welfare of Employees
Implement Recruitment and Selection Strategies	office administration
Appraising Employee Performance	Disciplinary Actions, Termination and Dismissal
Learning & Development	Conducting Effective Performance Reviews
Strategic HR management	Absence Management and Attendance

Professional Certification
Spine HR Certificate – Spine Technologies
HR Based Hiring Certificate - Endorsed & approved by HRCI (Human resource certification institute)
Finding & Retaining High Potentials Certificate - Endorsed & approved by NASBA
HR Generalist Certificate - Endorsed by One click from HR Educational Institute
Talent Sourcing Certificate - Endorsed & approved by HRCI, SHRM, NASBA
Becoming a Recruiter Certificate - Endorsed & approved by HRCI, SHRM, NASBA
Strategic HR Certificate - Endorsed & approved by HRCI, SHRM, NASBA
HR compensation & Benefits Certificate - Endorsed & approved by HRCI, SHRM
Coaching & Developing Employees Certificate - Endorsed & approved by HRCI, SHRM
Onboarding HR Strategy Certificate - Endorsed & approved by HRCI, SHRM
Human Resources : Leadership & Strategic Impact Certificate - Endorsed & approved by HRCI, SHRM
Google Analytics for Beginners & Advanced Google Analytics Certification Endorsed & Approved from Google
Fundamentals of Digital Marketing Certification Endorsed & Approved from Google
Got Silver Medal in Science Olympiad Examination Conducted all over Gujarat Region
Got Bronze Medal in Cyber Olympiad Examination Conducted all over Gujarat Region

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Work Exposure

- ❖ **GSP Crop Science Pvt Ltd – (Agro Chemical manufacturing – Corporate HR) – Ahmedabad.**

Designation: Senior Executive – HR

Tenure: Mar 2022 – Till

- ❖ **Matangi Industries LLP (Meghmami Group) (Chemical Manufacturing) – Ahmedabad.**

Designation: Executive HR & Admin

Tenure: Nov 2020 - Mar 2022

- ❖
- Shree Consultancy Services (Service Industry) – Ahmedabad.**

Designation: BDM & HR Operations

Tenure: Jun2020-Oct2020

(Start-up Firm handling all over HR Operations & Recruitment)

- ❖ **Azure Knowledge Corporation (US MNC) – Ahmedabad.**

Designation: Sr. Research & Recruiting Analyst

Tenure: Oct 2017-Apr 2020

Professional Experience

- **Talent Acquisition:**

- ✓ Perform sourcing to fill open positions as our company needs.
- ✓ Sourcing of candidates through job portal i.e. naukri.com, e-mail databank, referral, LinkedIn, Poaching, walk-in, campus and consultant etc.
- ✓ Recruitment of all level employees. Junior to senior management level.
- ✓ Collecting requisition and analyzing manpower requirement as per budget.
- ✓ Plan and conduct recruitment and selection processes (interviews, screening calls etc.)
- ✓ Take steps to ensure that positive candidate experience should join & give their best to our organization
- ✓ Organize and/or attend career fairs, assessment centers or other events
- ✓ Managing & Maintaining exit interviews data & analyses area of improvement
- ✓ Work on employment branding initiatives
- ✓ Projecting future demand of manpower as per expansion and market need & discuss with HODs. & developing future need manpower succession plan
- ✓ Targeting and meeting manpower budget
- ✓ Controlling manpower hiring budget
- ✓ Conducting entire selection process.
- ✓ Releasing Offer, Appointment letter

- **Induction/ Orientation / On Boarding**

- ✓ Conducting on Boarding for the new joiners.
- ✓ Collecting all documents, verify with checklist and preparing file.
- ✓ Arranging training with concerned department such as Safety and conducting test of the same.
- ✓ Orientation of company policies, benefits and plant process starting from raw material to end product.
- ✓ Issue joining Kit (Dairy, Pen, Mug, water bottle, Computer/Laptop with configuration, Email and I card)

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- **Employee Life cycle/ Personal record keeping/ File management**

- ✓ Updating employee data in the HRMS/Payroll software.
- ✓ Preparing personal file for each employee.
- ✓ Bank salary account opening with tie up bank.
- ✓ Ensure documents including statutory compliances are filled up.
- ✓ Maintain their data in harmonize way.
- ✓ Updating any letter issued May be increment letter or Disciplinary action or any other requirements.
- ✓ Ensuring Probation Appraisal & Confirmation all employees & counseling the employees during probation extension time.
- ✓ Conducting Exit interviews & its detail analysis

- **Employee Engagement:**

- ✓ Develop new and innovative ways to engage with employees like Festive Celebration, sports Event Town hall Seminars & Suggestion and implementation in line with objective of organizational goal
- ✓ To provide approachable and professional support to employees by phone, email and in person on all employment matters or personal issues that may be impacting at work.
- ✓ To conduct quarterly, Six month & yearly Employee Surveys to all employees and to collate responses and develop an action plan for improvement if any.

- **Learning & Development:**

- ✓ Use different styles of training techniques, including e-learning, tutorial sessions or coaching
- ✓ Building relationships with 3rd party training providers
- ✓ Use competency metrics to create reports and identify areas of improvement
- ✓ Give training to all Level employees on weekly basis on their particular improvement areas.

- **Compensation & Benefits.**

- ✓ Register each employee under various applicable laws to get benefits of the same. Such EPF/EPS, ESIC, Gratuity nomination and Bonus.
- ✓ Preparing monthly returns for EPF/EPS, ESIC.
- ✓ Preparing Bonus data yearly for distribution of bonus as per rule.

- **Grievance Handling & Counseling:**

- ✓ Visiting every department on daily basis & building good relation with employees to maintain harmonious relationships.
- ✓ Organizing frequent discussion with HoD's at floor level regarding employees' issues & solving them. Updating any untoward incidents to respective HoD's, plant head & Head HR and taking necessary actions for the same and resolving in stipulated time.
- ✓ Conducting investigations in case of any indiscipline. Preparing final report and submitting to the HR Head

- **Performance Management System:**

- ✓ Circulating appraisal forms to HOD, communicating instructions, being reviewed, discuss with candidates and recommend to the top management.
- ✓ Setting departmental and individual KRA consultation with respective heads as per Balance Scorecard Model.
- ✓ Facilitating PMS evaluation meetings & handling the normalization in consultation with the HOD.

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- **General Administration:**

- ✓ Filing and maintaining employee documents from service file
- ✓ Coordinate with Bank representative for salary account opening of new employees
- ✓ Guiding candidates to the interviewer by coordinating the process
- ✓ Coordinate with employees and help in getting the various forms filled (GLWF, Credit Soc. Loan forms checking and processing further.
- ✓ Maintaining all the paper works given by all the superiors of HR team.
- ✓ Opening of New vendor code in SAP software
- ✓ Preparing files in word, Excel format regarding distribution of Health & Safety Card, Environment Objective Card etc.
- ✓ Arrangement of training and conference rooms for meetings
- ✓ Providing shoes and uniform and maintaining the yearly register
- ✓ Preparing and issuing bus pass for new employee
- ✓ Making Organogram and its timely updating for all Business Companies.
- ✓ Preparing Job Descriptions.
- ✓ Analysis of weekly/monthly attrition and analysis of the reasons of leaving on quarterly basis.
- ✓ Facilitating transfer, promotion, processes.
- ✓ Extra curriculum activities – managing events, trips, picnics, parties etc.
- ✓ Security Administration
- ✓ Implementation of 6s Company premises

- **Data Management:**

- ✓ Maintaining employee register, I-Card register and apprenticeship register etc. as per Factory Act.
- ✓ Update employees service record & filling documents as per given guidance of our HODs
- ✓ Preparing circulars & notice & maintain employee notice board.
- ✓ Maintain document records of left employees like clearance certificates, full & final statements.
- ✓ Coordinating with accounts dept. for dues clearance of left employees.
- ✓ Getting finger print registration of new joined employees for monthly attendance.

- **Payroll Administration:**

- ✓ Monitor Payroll Activity.
- ✓ Taking Care of Complete Staff Data Base.
- ✓ Position Creation in SAP
- ✓ Hiring Employees in SAP
- ✓ Leave & Attendance Management through T – code PT60
- ✓ Checking and finalizing salary statements.
- ✓ Co-ordination with the Accounts Dept. for providing statutory payment details and handle
- ✓ Account audit Updating and solving attendance queries of employees
- ✓ Check & make entries of new employees, Miss Punch, Leave and Overtime etc. in Payroll Software.
- ✓ Assigning and scheduling weekly off and shift timings for production departments as per mail every month
- ✓ Full & Final Settlement (Individual & Bulk Processing)
- ✓ Off-Cycle run
- ✓ Transfer, Promotion and Confirmation Action.

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- **Additional HR Initiatives:**

- ✓ Preparing Manpower status & plant Organogram every quarter.
- ✓ Coordinating with Insurance Company relating GPA, GMI & WC of the employees & maintaining and submitting the documents for the claimant employees
- ✓ Conducting Bi-annual medical checkup for all employees including contract labors.
- ✓ Conducting Employee Engagement activities for plant employees e.g. Cricket, Bi-annual performance award, Yoga day celebration etc.
- ✓ Preparing Increment, promotion, transfer, show cause notices and termination letters etc.
- ✓ Preparing PPTs for various updates and organizing seminars for employees such as amendment in PF KYC, E-nominations etc.
- ✓ Preparing circulars for notice board for any such announcements.
- ✓ Motivational/ Appreciation mail employees on such achievement by them.
- ✓ Observe updates on labor laws and making proposals to management.

- **HR MIS:**

- ✓ Preparing MIS on Monthly, Bi-annually and Annually (Attrition, Manpower budget, Absenteeism, FTE and Head counts etc.)
- ✓ Net-working time- Bi-annual and Actual on annual basis.
- ✓ HR Data Analysis pertaining to exit formalities and measure to improve on system
- ✓ Preparing Yearly Budget for Blue collars and Contractual manpower.

- **Strength:**

- ✓ Always working on my strength & weak points to make it more innovative & effective
- ✓ Interpersonal skills
- ✓ Problem-solving skills
- ✓ Accurate in work
- ✓ Positive & learning attitude and capable to take up new responsibilities
- ✓ Team Player
- ✓ To provide the best of my talents to the organization with an aim to achieve both organization as well as personal goals.
- ✓ Always ready & willing to learn new thing for new organization.

Personal Details

- ❖ Date of Birth : 02 Aug 1996
- ❖ Sex : Male
- ❖ Nationality : Indian
- ❖ Marital Status : Unmarried
- ❖ Language Expertise : English, Hindi, Gujarati, Malayalam
- ❖ Address : F-51 Sumthinath Flat Kathwada Road Naroda Ahmedabad -382330.