

Sunithra T S

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Profile

Dynamic and results-driven HR leader with 8+ years of experience in building, transforming, and scaling HR functions across both startups and established enterprises. Skilled at aligning people strategy with business objectives while fostering a culture of high performance, engagement, and inclusion. Recognized as a proactive change agent with a track record of implementing HR technology, driving data-informed decisions, and introducing innovative people practices that fuel organizational growth and success.

Competency

- **Strategic HR Leadership** – Driving HR strategy to support organizational growth and transformation.
- **Talent Acquisition & Workforce Planning** – Building high-performing teams through strategic sourcing and forecasting.
- **Employee Engagement & Culture** – Designing engagement models to improve morale, retention, and productivity.
- **Compensation & Benefits** – Structuring competitive and compliant C&B frameworks across regions.
- **HR Business Partnering** – Collaborating with business leaders to align people strategies with organizational goals, drive change, and support performance outcomes.
- **Payroll & Statutory Compliance** – Overseeing accurate payroll and labor law adherence in India and Sri Lanka.
- **Labour Laws & Regulatory Compliance** – Ensuring adherence to the Factories Act, Shops & Establishments Act, and other applicable labor laws through audits, training, and policy enforcement.
- **Performance Management & Succession Planning** – Developing feedback systems, leadership pipelines, and promotion readiness.
- **Learning & Development** – Designing and delivering capability-building programs to support career growth and future readiness.
- **HR Policy Design & Governance** – Defining policies and ensuring process integrity aligned with audit and certification standards.
- **HR Technology & Automation** – Streamlining operations through HRMS, AI-driven automation, and analytics to enhance operational efficiency.
- **ISO, SOC2 Certification & Compliance** – Ensuring global HR and statutory compliance in multi-regional environments.
- **Employer Branding & University Relations** – Enhancing organizational image through branding and campus partnerships.

Experience

Scybers India Private Limited

Assistant Manager – Human Resources | **Feb 2021 – Present**

- Spearheaded end-to-end HR operations for both Indian and Sri Lankan offices, setting up tools for recruitment, HRMS, payroll, and resource management.
- Defined and implemented HR policies, performance management systems, and succession planning frameworks to drive organizational growth.
- Designed and executed employee engagement initiatives for a remote workforce, ensuring high levels of adhesion and productivity.
- Managed compensation structures, payroll processing, and statutory compliance across multiple geographies.
- Developed an internship program in collaboration with top universities to cultivate a strong entry-level talent pipeline.
- Played a key role in ISO, SOC 2 certification, ensuring the organization met compliance standards.
- Drove HR branding efforts across digital and university platforms, improving hiring outcomes and market presence.
- Conducted periodic audits and inspections to monitor statutory compliance, delivered compliance training sessions to staff, and regularly updated internal policies in coordination with HR and Legal based on the latest regulatory changes.
- Leveraging data-driven insights to inform decision-making and improve workforce productivity.
- Launched a high-impact internship program, collaborating with top universities in India and Sri Lanka, creating a steady pipeline of young talent.
- Strategized and executed retention policies, minimizing attrition through proactive engagement and structured exit management.

KG Information Systems Pvt Ltd, Coimbatore

Associate – HR | **Aug 2016 – Apr 2020**

- Partnered with business leaders to align HR strategies with company objectives and enhance employee experience.
- Managed end-to-end recruitment, including internal hiring, client staffing, and campus recruitment drives.
- Oversaw payroll processing, compliance (ESIC, PF, TDS, LoP, PT, etc.), and statutory obligations.
- Led HR automation projects, implementing AI-based chatbots and process optimizations.
- Designed and implemented employee engagement programs, recognition initiatives, and corporate events.
- Conducted employee relations management, conflict resolution, and legal compliance.

Education

MBA – Human resources

B.Tech in Electrical & Electronics Engineering

Certification & Skills

- SPHR by HRCI – currently pursuing
- Microsoft Office
- HRMS & Payroll software