

Akhilesh Pillai

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Professional Summary

Proactive and results-driven HR Executive with solid experience in onboarding, HR operations, and employee engagement at HD Hyundai Construction Equipments India Pvt Ltd via Randstad. Proven track record of improving onboarding efficiency, enhancing documentation processes, and serving as a trusted point of contact for HR-related matters. Passionate about driving HR excellence and ensuring smooth employee experiences.

Professional Experience

HR Executive | HD Hyundai Construction Equipments India Pvt Ltd (via Randstad)

Jan 2024 – Present | Chakan, India

- Coordinated complete onboarding lifecycle for new hires, ensuring timely document collection, salary discussions, and offer rollouts.
- Acted as a single point of contact for onboarding-related communication between candidates, TA, and internal teams.
- Managed and updated trackers (offer, onboarding, salary, attendance, reimbursements) to maintain HR process transparency.
- Verified monthly employee reimbursement claims and submitted consolidated reports to the client.
- Delivered induction sessions, liaising with IT/Admin/Security to ensure readiness for new joiners.
- Responded to all HR queries related to payroll, reimbursements, contracts, and documentation with efficiency.

HR Intern | Aviruddha Productivity Pvt Ltd

Sep 2022 – Dec 2022 | Chakan, Pune

- Supported end-to-end recruitment through screening, scheduling, and communication via job portals.
- Created and maintained employee files and compliance documents.
- Developed PowerPoint presentations on HR policies and helped ensure clarity in employee communications.

Key Achievements

- Introduced a pre-onboarding checklist that reduced documentation delays by 40%.
- Standardized follow-up communication templates, increasing candidate response rate.
- Created centralized HR action templates, improving data visibility and reducing errors.
- Aligned employee notice periods to a 30-day framework, enhancing compliance.
- Built effective working relationships with client-side HR managers, becoming a reliable SPOC for urgent queries.

Education

MBA – Human Resource Management | S.B Patil Institute of Management, Pune

Bachelor of Computer Science | ATSS CBSCA, Chinchwad

H.S.C | Jai Hind Junior College, Pimpri

S.S.C | Jai Hind High School, Pimpri

Core Competencies

- Onboarding & Recruitment
- HR Operations & Compliance
- Stakeholder Communication
- Tracker & Report Management
- Query Resolution
- Employee Engagement
- MS Excel, Documentation

Projects

Manpower Planning and Recruitment – Aviruddha Productivity Pvt Ltd

- Analyzed and structured the recruitment lifecycle to align manpower planning with business needs.
- Delivered practical strategies for effective HR alignment and deployment.

Certifications

- Fundamentals of Data Analysis in Excel – Corporate Finance Institute
- Build a Presentation with Macabacus – Corporate Finance Institute

Languages

- English – Full Professional Proficiency
- Hindi – Native Proficiency
- Malayalam – Native Proficiency
- Marathi – Professional Working Proficiency