***Praveen Thomas***

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***Skilled in managing people based activities within an organization from strategic and operational perspective***

* Seasoned HR professional with 12+ years of rich experience in managing the entire gamut of HR Functions - Compensation & Benefits, Talent Acquisition, Training and Development, Performance Management, HR Operations & Quality (Six Sigma), HR Analytics, Best Practices, Payroll, Backend Operations etc.
* Demonstrated expertise in leadership and in providing Compensation & Benefits management, Policy Deployment / Procedure Administration, Rewards and Recognition, Recruiting / Hiring Practices, Retention approaches, Legal / Statutory Compliance etc.
* Proven ability in creatively identifying methods for improving staff productivity and organizational behavior.
* Proven Skills in handling various issues on employee grievances and integrity.
* Strong working knowledge of employment laws, familiar with best practices in the industry with the ability to generate effective and pragmatic solutions to new situations / problems as they are presented.



***CORE COMPETENCIES***

● People Management ● Compensation & Benefits ● Talent Acquisition

● Training & Development ● Change Management ● HR Analytics

● HR Policies & Procedures ● Statutory Compliance ● Performance Management

● Manpower Planning ● Best Management Practices ● HR Budgeting



***KEY HIGHLIGHTS & ACCOMPISHMENTS***

* Successfully positioned the company brand as the preferred employer of choice across various PAN India surveys and social groups.
* Successfully redesigned and implemented the Compensation & Rewards structure in the organization which included Salary, Flexi, Variable pay, Incentives, Bonus, Long Term Benefits etc.
* Successfully developed tools to analyze and reduce recruitment cycle time and also improve vendor / partner effectiveness.
* Successfully completed my deputation by handling Industrial Relations in Regal’s Manufacturing Plant in Kolkata for 2 yrs.
* Successfully initiated an effective system of Technical Training Need identification, Trainer evaluation, Training delivery, evaluation, widely appreciated by all business leaders in the organization.
* Successfully made the Technology center at Hyderabad, a Centre of Excellence (COE) for HR Analytic (Business Intelligence) Reports across Indian locations.
* Successfully implemented Reward and Recognition programs.
* Certified Green Belt.
* Certified in Thomas Assessment.
* Successfully implemented a continuation of services program for employees travelling on long term to other Countries where payroll is also migrated (gratuity scheme).
* Awarded with the Extra Miler award for taking in additional responsibility to ensure completion of a critical compensation project in 2010.
* Bagged accounts worth more than 15 lakhs in the first few of weeks as Head of Operations.



***PROFESSIONAL EXPERIENCE***

**General Manager - HR**, Jenesys Technologies Pvt. Ltd., ● **Bangalore**, Dec 2013 – Present

**Head of Operations**, Offline HR Pvt. Ltd., ● **Bangalore**, Oct 2013 – Dec 2013

**Sr. Manager – Human Resources**, Regal Beloit Corporation, ● **Hyderabad**, Kolkata, Faridabad, May 2006 – Oct 2013

**Generalist – Human Resources**, Alcaltel Lucent, ● Bangalore, **Mumbai**, Jul 2004 – Apr 2006 (*Contract*)

**Executive – Human Resources**, Diginet Systems, ● **Bangalore**, Nov 2001 – Jun 2004 (*Part Time*)



***MAJOR AREAS OF RESPONSBILITIES***

**Business Administration & Development**

* Was instrumental in setting up a consulting company comprising of 15 resources and accountable for all aspects of Operations, Marketing, Sales, Billing, Collection, Recruitment, Pricing, Service Quality, Legal etc.

**Compensation & Benefits Management**

* Demonstrated strong project management skills while involved in multiple benchmarking sessions right from job description – analysis – evaluation – survey participation – mapping – benchmarking – range – salary increase –communication – release of letters - implementations for our Indian Locations with multiple Business Leaders based on internal and external equity.
* Responsible for implementing annual compensation benchmark surveys and compensation philosophies of the company.
* Responsible for annual MIS reports to compare changes in actual HR Budget changes year over year.
* Coordinating in formulation & implementation of increment, incentive & other remuneration policies as per identified timelines.
* Managing Appraisal process across the levels and establishing framework for substantiating Performance Appraisal system linked to Reward Management.
* Worked with Business Leaders on Performance Appraisals, Annual Revisions and Promotional increases.
* Successfully revised and implemented medical insurance, life insurance, accident Insurance, car lease and other benefits to have the same aligned and harmonized across all our locations.

**Planning & Execution**

* Expert in managing the entire gamut of HR.
* Responsible for the smooth and profitable operation of the company’s Human Resources Department.
* Supervise and provide consultation to management on future staffing plans, compensation, benefits, training and development, budget, and employee relations
* Responsible for senior level decision making and both day to day management and future direction of the organization.
* Plan, design, develop and evaluate human resource-related initiatives that support organizational goals.

**Talent Acquisition**

* Managing the complete recruitment life-cycle for sourcing the best talent from diverse sources.
* Responsible for full cycle implementation of recruitment & selection at different levels to have an efficient and cost effective system.
* Responsible for salary fitment for New Offers.
* Conceptualized and implemented Recruitment Score cards and Dashboards, thereby giving visibility to hiring costs and sourcing right talent at the right times and highly reducing recruitment cycle time.
* Planning human resource requirements in consultation with heads of different functional & operational areas and conducting selection interviews.
* Supervising staffing, recruitment, induction program, contract negotiations, policy & procedures for all employees.
* Designed and implemented tools for effective vendor management.

**Training & Development**

* Streamlined the training process, improving employee’s competency level through in-house training and best practice sharing.
* Promoted a high performance culture by identifying key competencies and skills required across levels, Gap identification and develop strategies to bridge the gap.
* Developed tools for impact assessment and trainer efficiency evaluation.
* Identify / Tie up with Vendors to deliver specialized training programs as per the Training Need Analysis and Training calendar.
* Identification of key and critical roles across the organization and implemented strategic succession planning tools, thereby ensuring smooth transition of business during leadership churn.

**Performance Management**

* Responsible for streamlining and the overall performance management system in the organization as per norms from the corporate.
* Responsible for addressing employee development needs based on competency model.
* Developed a digitized tool for Evaluation of GET’s as per the company’s values and performance criteria.
* Successfully revamped the Performance Review discussions with greater thrust on openness, specific feedback, detailed documentation, midterm reviews and focus on gap analysis.
* Successfully developed initiatives on Employee Development and Succession Planning.
* Developed a digitized tool for Performance Improvement Plan for employees rated Needs Improvement.

**HR Administration**

* Responsible for ensure all policies and procedures are up to date and legally compliant, maintain a succession plan for all departments and develop a culture that enables employees to perform as per the company’s objectives.
* Responsible for managing the employee orientation and training programs, benefits plans, policies and guidelines, employee database management, and employee records & documentation.
* Prepare and distribute various reports on HR metrics to ensure needs are met; evaluate effectiveness by compiling and analyzing data.
* Initiated regular open forums for employee’s grievances and issues.
* Was involved in the redesigning of the Compensation Structure across India.
* Implemented cost-effective and innovative HR policies at organizational level as per the budget and business objectives of the company.
* Developed and implemented a standby HRIS till Oracle HRMS module is expected to go live.



***EDUCATIONAL CREDENTIALS***

Pursuing **LLB** ● Corporate Law and Intellectual Property, ● RML College of Law, Bangalore – [2015]

**Master of Business Administration** ● HR & Marketing, ● Garden City College, Bangalore – 2004

**Diploma** ● Sofware and Hardware Engineering, ● Diginet Systems, Bangalore – 2002

**Bachelor of Engineering** ● Mechanical Engineering, ● DSCE, Bangalore – 2001

**Pre University ●** PCMB, ● Christ College, Bangalore – 1997

**ICSE** ● Bethany High School, Bangalore – 1995



References: Available on Request.