

MANJAPPA V

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Seeking assignments in HR Business Partnering, Talent Acquisition with reputed and growth-oriented organisation.

Profile Summary.

- ☛ **Dynamic and result-oriented professional having nearly 12 years of experience with blend of Talent Acquisition, HR-Operations and HR business partnering in the domain of NBFC & Insurance.**
- ☛ **Team leading experience of 6.6 years.**
- ☛ Currently associated with **Canara HSBC Life Insurance as Deputy HR Manager.**
- ☛ A keen communicator with ability to relate to people.
- ☛ Experience in managing modern HR Systems with deftness in maintaining harmonious employee relations through efficient administration & resolution of employees' grievances.
- ☛ Adept at people management, stakeholder management, maintain healthy employee relations and handling employee grievances creating an amicable and transparent environment.
- ☛ Adept at taking and successfully completing projects from concept through final presentation independently or as a team leader/member.

Key Skill Areas

Talent Acquisition& Management

On-boarding & Induction.

Performance Management.

***HR Policy & Organization
Development.***

***Strategic Planning & Change
Management.***

Compensation & benefits

Employee Engagement.

Employee Relations.

Employee Grievances.

HR Analytics.

Statutory Compliance.

☛ Conceptualizing and implementing strategies related to recruitment, HR policies, employee engagement and grievances. Planning & implementing strategy for HR including recruitment process, implementation of recruitment metrics, and employee referral policies, on-boarding, induction, and employee grievances.

☛ Adept at managing Talent Acquisition for senior to mid managerial positions. Certified in Competency Based Interviewing.

☛ Adept at Business Partnering and stakeholder alignment to address challenges and devise steps for effective resolution.

☛ Inducting new recruit's into the System. Initiated and conducted induction program for new recruits. Gauging new recruit's satisfaction levels through 6 monthly feedbacks. Highlighting pain areas with suggestions for improvement.

☛ Organizing various Employee Engagement initiatives & recreational activities like festive celebrations, R&R etc. to create a sense of belongingness among employees & strengthen inter departmental bonding.

Employment Chronicle

**Canara HSBC Life Insurance.
Deputy HR Manager- South.**

Since July 23 –Till date.

Talent Acquisition:

- ☞ Taking care of Business HR role for Alternative channels of South zone right from manpower planning, shortlisting candidates, conducting HR round of interview to compensation negotiations using parity and benchmarking data to offer closure and joining of candidates.
- ☞ Leading a team of 1 member with the total manpower of 550.
- ☞ Successfully reduced hiring TAT across levels and took over hiring percentage from 51% to 89%.
- ☞ Managed the recruitment process through funnel analysis and internal and external stakeholder engagement which includes partnering with business, internal promotions and recruitment teams and vendor management.
- ☞ Successfully improved the cost mix by reducing vendor dependability and driving employee referrals and other sources for talent acquisition. Devised a communication plan to drive employee referrals.
- ☞ Emplaned few new vendors and engaging more with them for junior level hiring.
- ☞ Closed all mid level and senior level hiring without much support from the Consultant.
- ☞ Responsible for Business partnering and stakeholder alignment to address challenges and devise steps for effective recruitment.
- ☞ Managing business expectations by having regular discussions with them regarding recruitment needs and strategy, partnering with them on establishing recruitment parameters, skill requirements and job descriptions.
- ☞ Conducted campus recruitments from the reputed colleges.
- ☞ Maintained Zero Escalations to higher level during the period.
- ☞ Played a pivotal role in the establishment the recruitment technology platform with the purpose of interview management, scheduling management, candidate screening and feedback management.
- ☞ Responsible for employee on boarding experience including new joiner survey.
- ☞ Good at FTR ratio in HR Operation dashboard and top 3 on ranking matrix.

Talent Management:

- ☞ Taking care of day 1 induction for new joiners.
- ☞ Taking care of Sales Engagement activities like HR Bhandan, new joiner connect & PIP probables.
- ☞ Organized other various Employee Engagement initiatives like festive celebrations, wellness session & R&R etc , to create a sense of belongingness among employees & strengthen inter departmental bonding.
- ☞ Frequenting visiting branches and meeting peoples.
- ☞ Timely managed PMS and great place to work survey for all groups.
- ☞ Initiated CSR activates like tree plantation drive and stationary donation program for the region.
- ☞ Responsible for grievance handling and managed employee relations.
- ☞ Strategized and initiated the Retention committee meeting with stake holder to understand the pain areas for employees within each department with focused feedback to department heads. This helped to understand the key reason for attrition and improved transparency within the organisation.
- ☞ Conducted Exit interviews and publishing dashboards on monthly.

Notable Attainments: -

- ☞ Closed all mid level and senior level hiring without much support from the Consultant.
- ☞ Successfully handled talent acquisition for Junior & senior level managerial positions within timeline



Star Union Dai- Ichi Life Insurance.

Deputy Manager-HRBP – Karnataka.

Since Jan 22 –June 23.

- ☞ Managed entire Employee lifecycle for Karnataka and 2 Banking Partners (UBI & BOI).
- ☞ Led a team of 1 member with employee headcount of 310.
- ☞ Responsible for manpower planning, hiring both FLS & Leadership, Vendor Management, employee engagement, retention, employee queries & grievances, attrition management, driving PMS, conducting exit interviews.
- ☞ Successfully improved the cost mix by reducing vendor dependability and driving employee referrals and other sources for talent acquisition. Devised a communication plan to drive employee referrals.
- ☞ Conducted campus recruitments.
- ☞ Employee connects with 30, 60 & 90 days understanding the ground challenges and resolve.
- ☞ Worked as a HR project leader for the zone.
- ☞ Organized other various Employee Engagement initiatives like festive celebrations, and R&R etc.
- ☞ Timely managed PMS and great place to work survey for all groups.
- ☞ Conducting attrition analysis and discussing the challenges in retention committee meeting.
- ☞ Prepare & publishing monthly dashboards to stake holders.
- ☞ Streamlined HR operations and developed HR efficiency metrics with process mechanism in place.
- ☞ Ensure the Rewards & Recognition Celebrations for the Region (Super Star & Annual Day).

Notable Attainments: -

- ☞ Worked as a HR project leader for the zone.

Max Bupa Health Insurance Limited .

Apr 2020 – Dec 21.

Assistant Manager, Human Resources – South.

- ☞ Managed Talent Acquisition for the entire south right from shortlisting candidates, conducting HR round of interview to compensation negotiations using parity and benchmarking data to offer closure and joining of candidates.
- ☞ Successfully reduced TAT across levels closing over 220 positions a year.
- ☞ Managed the recruitment process through funnel analysis and internal and external stakeholder engagement which includes partnering with business, internal operations and recruitment teams and vendor management.
- ☞ Successfully improved the cost mix by reducing vendor dependability and driving employee referrals and other sources for talent acquisition. Devised a communication plan to drive employee referrals.
- ☞ Responsible for Business partnering and stakeholder alignment to address challenges and devise steps for effective recruitment. Managing business expectations by having regular discussions with them regarding recruitment needs and strategy, partnering with them on establishing recruitment parameters, skill requirements and job descriptions.
- ☞ Conducted campus recruitments.
- ☞ Led a team of 2 members. Responsible for their training and efficiency.
- ☞ Inducted new recruits into the System. Initiated and conducted induction program for them. Gauging their satisfaction levels through 6 monthly feedbacks. Highlighting pain areas with suggestions for improvement.
- ☞ Responsible for employee on boarding experience.
- ☞ Organized various Employee Engagement initiatives & recreational activities like festive celebrations, R&R etc. to create a sense of belongingness among employees & strengthen inter departmental bonding.
- ☞ Strategized and initiated HR employee meets to understand the pain areas for employees within each department with focused feedback to department heads. This helped to understand the key reason for attrition and improved transparency within the organisation.
- ☞ Responsible for grievance handling and managed employee relations.

- ☞ Conducted Exit interviews.

Indiabulls Ventures Ltd .

March 2018 – Apr 2020

Assistant Manager HR -South.

- ☞ Managed the entire gamut of HR function from recruitment till Exit with Manpower of 400 plus Employees.
- ☞ Led a team of 2 members. Successfully coached them to increase their productivity.
- ☞ Closed some curtail business head roles in Retails Sales and Distribution.
- ☞ Responsible for end-to-end Talent Acquisition from checking budgets availability, work allocation, devising job descriptions, conducting competency-based HR interviews to compensation negotiations using parity and benchmarking data to offer closure and joining of candidates.
- ☞ Successfully improved the cost mix by reducing vendor dependability and driving employee referrals and other sources for talent acquisition. Devised a communication plan to drive employee referrals.
- ☞ Drive strategic hiring in a high-volume and time-sensitive environment by developing result-oriented staffing strategies that met business needs.
- ☞ Partnering with Stakeholders to identify critical talent gaps and ensure the closure within defined hiring timeline.
- ☞ Responsible for business partnering, stakeholder management and alignment.
- ☞ Responsible for vendor management and funnel analysis.
- ☞ Responsible for data analysis and publishing reports.
- ☞ Ensuring candidates have a smooth on-boarding process.
- ☞ Ensure Employee engagement activities of zone.
- ☞ Branch visits-Findings are discussed & brought to closure with Respective Business Heads, Guidance on policies & Process.

Reliance Securities Ltd

August 2016 – March 2018

Zonal HR Executive.

Deliverables: -

- ☞ Successfully deployed an array of sourcing avenues viz - mapping, headhunting, LinkedIn, employee referrals & job portals like –Naukri.
- ☞ SPOC for vendor empanelment and vendor bills on time clearance.
- ☞ Induction for new joiners & preparation of monthly scorecard.
- ☞ Ensure completion of Background Verification process prior to Date of joining & closure of Unconfirmed, Major & Minor Discrepant reports post liaison with HRBP.
- ☞ Responsible for joining formalities of selected candidates & maintains the employee Life cycle from on boarding to Exit.
- ☞ SPOC for confirmations, transfers, e-separation, suspension, Disciplinary/compliance
- ☞ Responsible for end to end HR gamut for all business verticals.
- ☞ MIS Manpower update, CTC offered, Employee Personal, Experience, Performance rating, Promotions, Increment details & Attrition.

Mahindra Finance.

August 2013 – August 2016

Senior HR Executive.

Deliverables: -

- ☞ Sourcing profiles through Job Portals, Consultants, Employee Referrals and Scheduling interviews to the candidates.
- ☞ Conducting Job fairs for Bulk hiring.
- ☞ SPOC for joining formalities of selected candidates & Maintains the employee Life cycle from on boarding to Exit.
- ☞ SPOC for confirmations, transfers, e-separation, suspension, Disciplinary/compliance.
- ☞ Co-ordinating for Engagement Activities (Vrindavan, Fun day, Chunhui, and Rajbhog).
- ☞ Preparation of Monthly HR dash boards with manpower numbers.
 - ☞ Maintaining attendance & Leave records in SAP
 - ☞ Responsible for Building & maintaining the database of Junior to Top management level professionals.
 - ☞ Responsible for consultant, F&F payments.

Certification and Achievements.

- ☞ Rationalize the recruitment with cost effective channels and ensured 95% the work force availability across all the channels.
- ☞ Ensured lowest Attrition percentage and successfully retained the resources.
- ☞ Being instrumental in working with digital HR platforms.
- ☞ Got a Strategic HRBP Certification for the year of 2020.
- ☞ Co Ordinated in GPTW survey for the years 2020, 2021, 2022 & 2023
- ☞ Awarded as best HR and got Performance Excellence and Super Star award.
- ☞ Appreciated by Head HR for closing maximum positions within TAT.

Academia

2013: MBA in HR and Finance from VTU University with 62%.
2010: BBM from VTU University with 61%.
2007: PUC, Karnataka PU Board.
2005: SSLC, Karnataka SSLC Board.

Academic Projects

- ☞ Recruitment & Selection - Did a study on recruitment & selection at Mahindra Home Finance.

IT Forte and HRIS Tool.

- ☞ Good Knowledge of MS Office, Ms Excel, Darwinbox, SAP, Zing HR, and ATS.

Personal Dossier.

Date of Birth: 03rd July 1989
Marital Status : Married.
Address: Rajaji Nagar, WOC Road , Bangalore -10
Linguistic Abilities: English, Kannada, Hindi, and Telugu.

Religion:

Hindu.