



Contact

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📍 Adarsh Nagar, Malur,

DOB: June 18, 1984

Status: Married

Academic

2010 : MBA – HR/Marketing
from USE, (Anna University)
Tirunelveli.

2005: Graduation in English
from Scott Christian College
(Autonomous), Nagercoil.

Core Competencies

- Recruitment and Selection
- Compensation & benefits
- Employee Engagement
- HR Policy Formulation & Implementation
- Performance Management
- HR Operations
- General Administration

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HR Professional | Employee Relation and Retention |
Goal Setting| HR Audit |Leadership Development|

Profile

A competent professional with 15 years of experience in Human Resource Management, who is responsible for the entire gamut of “Employee Lifecycle Management” starting from hiring till exit. Drive all Employee Engagement initiatives specific to the business and excels in both independent and teamwork environments.

Proficient in Recruitment and Selection, On boarding, Employee Engagement, Employee grievance, statutory laws, Performance Management, Training, Exit formalities and settlements.

Extensive experience in the field of recruitment, Identifies, establishes, and manages strategic relationships, leveraging significant long-term opportunities, and successfully builds candidate/client relationships, rapidly developing a positive and productive working rapport.

Work Experience

1. **Sep 2023 – Till date**, working with **Bharat FIH (Foxconn)** as Project Manager-HR
2. **May 2020 – Aug 2023**, working with **Wistron Infocomm Manufacturing India Pvt Ltd** as Assistant Project Manager-HR
3. **April 19 – May 2020**, working with **Medibox Digital Solutions Pvt Ltd** as Manager – HRBP
4. **Aug 15 – April 19**, working with **ENTUNE IT Consulting Pvt Ltd** as Senior Executive – HRBP
5. **Aug 11 – July 15**, working with **JK Techno soft Ltd** as **Senior Executive** – HRBP
6. **July 07- July 11**, working with Population Services International as Interpersonal Communicator

Overview

1. Talent Acquisition/Recruitment

- Played a key role in mass hiring (Hired 12k manpower in 6 months)
- Responsible for ensuring hiring meets forecast/service level expectations. Owns and manages the entire recruiting cycle for the time the requisition is received to the time the candidate is on-boarded. Develops and administers staffing/employment/recruiting programs.
- Develop, drive and execute comprehensive search strategies designed to recruit senior and niche candidates within limited candidate pools. (i.e. competitive research, Professional networking (LinkedIn), employee referral scheme, Social Media direct sourcing, and Database, etc.)
- Sources candidates directly in the marketplace and develops candidate pools within their respective market streams. Continues interaction with candidates till the time they join the organization.
- Vendors management - provide them with relevant information on the requirements to help them with sourcing relevant resumes, provide them timely feedback.
- Handled Pan- India Recruitment

Achievements

- Mass hiring (22000x Direct + 2500x Indirect Labour) in Wistron
- Implementing Zoho One(HRIS and Zoho Recruit)
- Special Recognition Award lieu of the excellent HR services from JK Technosoft Ltd, Entune IT Consulting Pvt Ltd, and Medibox Digital Solutions Pvt Ltd.

Software

MS Office - Windows 10.

Languages Known

- English
- Kannada
- Tamil
- Malayalam

Hobbies

Singing

Dancing

Playing Cricket

Playing Volleyball

2. On-boarding, Induction & Orientation

- Scheduling, coordinating and conducting induction sessions, feedback analysis.
- Inducting new joiners about the organization and its policies
- Supervising admin work related to new joiners' workstation, id-access card, email account, etc
- Joining Formalities, On-Boarding and Managing all employment documents (Hard and soft copy) as per the statutory clauses and ISO terms.

3. Performance/ Appraisal Management

- Assist in the performance appraisal exercise, beginning from the performance evaluation of employees to their being apprised of the results.
- Issue the increment/promotion letters to the employees, Employee Appraisal Analysis and Feed Back.

4. Compensation & Benefits

- Designing of salary package keeping in mind the competitive Company standards with coordination of Business Heads.
- Responsible for Payroll processing for the employees, the details include (Leave, LOP, Addition, and separation of an employee, variable/incentive, referral and relocation inputs)
- Co-ordination with Medical Insurance vendors, Finance domain for Flexi benefit plans

5. Employee Relations

- A single point for all HR functions/needs of Employees.
- Redressal of Grievances - To resolve employees' related issues on priority.
- Communication of new policies and procedures to employee.
- Organizing birthdays, employee get-togethers, picnics, and sports events to inculcate and increase the sense of belonging among the employees.
- Awards and rewards, HR budgeting for retention activities

6. Separation & Exits

- Managing Exit formalities and taking the clearance from respective departments
- Conducts exit interviews to monitor personnel movement and locate trends
- Administering the f and f process and Updating the Analyses report and file closure

7. HR Operations & Administration

- Manage all HRIS, Performance Management and Employee Development process.
- Involved in HR process Audit related to ISO Certifications like ISO 27001,9001,20001& also company audits related to LTA, Statutory clause, Leave & Attendance Management.