

#### CONTACT ME

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#### CORE COMPETENCIES

- Strategic Planning
- Business Partner
- Talent Acquisition
- Sourcing & Staffing
- Resource Allocation
- Talent Management
- Performance Analysis
- HR Consulting
- Organization Development
- Change Management
- Employee Engagement
- Key Account Management
- Planning & Implementation
- Training & Development
- Operational Excellence
- Compensation & Benefits
- Rewards and Recognition
- MIS
- Out of box thinking
- Industrial Relations
- Payroll Processing
- Compliance
- Vendor Management
- Exit Management

### VARGHEESE.TA

#### **PROFILE SUMMARY**

A seasoned Creative & Dynamic HR Leader with rich experience of over 12 years in Human resource management, Talent Acquisition & Management, Performance Management & Employee Engagement Majorly in Manufacturing, Retail, and Education sectors.

Proven talent in overcoming complex challenges using strong work ethics, sound integrity, analytical & problem-solving skills. Action and detail oriented, having a drive for success with capability to network & interact with a broad range of associates spanning varied disciplines & responsibilities. Build HR brand by participating in Campus Recruitments, Corporate events and leadership meets. Strong business and HR acumen, including strong problem solving skills, critical thinking, and self-initiative.

#### **WORK EXPERIENCE**

# GREEN PEARL EDUCATION MANAGEMENT CORPORATION – SRM GROUP | Senior Manager - HR| Business Partner | Jan 2020 – Feb 2021

- Talent Acquisition: Define strategy for meeting recruiting demand of the organization.
- Accountable for aligning business objectives with Vertical heads and leading entire gamut of Work force planning, forecasting & budgeting, hiring through various sources.
- Manage complete Recruitment life-cycle for sourcing the best talent from diverse source after identification of manpower requirements.
- Employee Engagements and Retention: Drive Engagement through Regular Connects, skips, discussions, Top Talent Connects, Leadership Connects, Conduct Skip Level Meetings, Onboard new employees into the organisation. Guide and coach employees on how to appropriately manage and resolve complex issues. Responsible for all employees' engagement and welfare activities Coordinate & Implement Policies with Top line Management. Reinforce mission and core values
- Talent Management: Support the Talent Management processes through partnership with the HR Leaders and Business Managers in the organization, Developing toolkit and communications that help managers to be self-sufficient with Talent Reviews.
- Reward & Recognition and Succession Planning. Awareness of Industry trends and best practices.
- Provides day-to-day performance management guidance to line management (e.g., coaching, counseling, career development, disciplinary actions)
- Compensation and Benefits: Responsible for Compensation & Benefit with different grade system, and guide the employees in tax submissions.
- Maintain the employee attendance and generate the attendance report.
   Coordinate with the finance for monthly payroll system, make necessary entries for new joinees, separation cases, unpaid leave.
- Strategic Partner: Closely work with senior management to quickly

#### ACADEMIC DETAILS

- MBA –HR-2009-T John College,
   Bangalore University
- BA-2006 SDM College, Mangalore
   University
- **B.Ph,KA-2003,**Bachelor of Philosophy
- PUC-2001, State Secondary Edu Board,
   KA

#### PERSANALITY TRAITS

- Team Player
- Creativity
- Willing to learn
- Enthusiastic
- Dynamic

#### **ACHIEVEMENTS**

- Recognized as HR Dynamo for the 1st quarter year 2020.
- Attrition reduced from 90% to 60% in 2017-18 vs. 2016-17 through various people connect initiative.
- 68 people have been elevated to next in the last financial year which is close to 7% on the total manning.
- Managed critical HR-related issues in aspects.
- Successfully delivered SRM AP –
   University online courses.
- Streamlined various process & Started
   14 new campus across Karnataka &
   Designed online budget and
   recruitment module.

- diagnose challenges. Develop strategic solutions and implement change.
- Talent Cost Optimization: Bench Management Take Timely action on all bench cases, PIP Closure – Drive PIP initiation, track regularly and close, Take timely action for non-performance cases.
- Business Strategy Implementation: Partner with account heads and business to support business strategy and provide HR support for business aligned projects.
- Lead the team in aligning employee costs strategy to the company strategy, ensure compliance to and guide team in identifying cost optimization opportunities.
- Learning & Development: Owns & manages the new joiners induction training for the business function.
- Owns & manages the internal LMS which is used for training the employees.
- Training Need Analysis: (TNA) & owning the training calendar in consultation with the business management team.
- Exit Management: Responsible for taking exit interviews and process full and final formality of employees.
- Manage employee hire to retire process.

## MT EDUCARE PVT. LTD.(A JV OF ZEE LEARNING) , | MANAGER-HR, KARNATAKA | Oct 2017 To Jun 2020

#### Oct 2017 To Jan 2020

- Recruitment & On-Boarding: Manages the recruitment team for the business function.
- Ensures that we have adequate headcount as per the annual plan
- Ensures that the new joiners have best on boarding experience
- Responsible for aligning business objectives with branch heads and management in units leading entire gamut of Work force planning, forecasting & budgeting, hiring through various sources with a team size of 5 HR.
- Works closely with management and employees to improve work relationships, build morale, and increase productivity and retention.
- Conduct employer branding exercises in order to increase brand visibility and attract better talent (direct source/ internal referrals).
- Drive the policy awareness and ensure compliance across the organization.
- Handling and ensure all statutory Compliances with respect various labor laws.
- Overview: As part of the Lateral Recruitment Team at MT Educare., a broad set of responsibilities included: Designing the Hiring Plan, conducting gap analysis and accordingly set up the sourcing plan.
- Drive the region-specific initiatives like employee connects, town halls and R&R.
- Attrition Management: Proactively connect with employees to ensure problems are addressed, connect with managers, employees and conduct retention reversal discussions Guide exiting employees through attrition process and system transactions.
- Compliance and Escalation Management: Handle escalations effectively and bring them to a satisfactory closure:

- Recognized as Best Manager for the year 2017-18.
- Managed critical HR-related aspects of 10 New Store Openings in across Bangalore within one year.
- Certified in Work Place Organization Method, KAIZEN "Change for the Better", 5 S auditor.
- Exposed to QMS, ISO9001-2008 and
   SA 8000 certification process.
- Exposed to HR compliance audits.
- Certified Counselor, NIMHANS
   Institute, Bangalore.
- Certified Trainer –Future Learning
   Academy, Bangalore

#### PERSONAL DETAILS

- **DOB:** 24th Aug 1982
- **Nationality**: Indian
- Blood Group: B+
- Languages Known: English, Kannada,
   Malayalam, Tamil, Tulu & Hindi

## Trent Pvt Ltd (A JV of Tata & Tesco) |Area Manager-HR | Jan 2016 To Oct 2017

- Responsible for aligning business objectives with employees and management in designated business units with 4 HR's in the team.
- Spearheading entire gamut of manpower planning & rationalization, forecasting & budgeting, talent acquisition through various channels in the domestic market.
- To deliver the people processes and coach managers to improve their capability to deliver what matters better for Customers, Staff and Operations.
- Handled Appraisal process across the various levels and assisted in establishing a framework for performance appraisal cycle.
- Being a SPOC for providing clarifications on policies as required partnering with Business leaders to resolve performance issues and providing guidance.
- Ensure compliance across all HR processes like Induction, POSH training, payroll processing, new joiner and exit process.

#### **INITIAL CAREER GLIMPSE**

## Future Retail Pvt Ltd (A JV of Future Group) (Jan'12 to Dec 2015) Assistant Manager-HR

- Support business by identifying and developing HR solutions based on business priorities and organizational analysis.
- Monitor the Recruitment dashboard on a weekly basis.
- Communicates to all stakeholders in the business the status of open positions.
- Formulation and Implementation of HR policies (Recruitment, Selection, Performance Appraisal, Compensation Management, Leave Policy, Travel Policy etc.)

## Shahi Exports Pvt Ltd (Nov'09 to Dec'11) Sr. Executive - HR & Admin

- Joined Shahi Exports as Executive HR handling Unit 7 based out of Bangalore. Later I was elevated to Sr.HR for the Unit – 12.
- Talent Acquisition, Sourcing right candidate from various portals.
- Conducting assessment and evaluation tests.
- Conducting Induction and joining formalities.
- Responsible for Training and development Coordination.
- Implementing Factory visits and grievance management.

References: Available on Request