

Accomplished HR professional with a proven career in conceptualizing & implementing effective ideas & strategies that can add value to the organization through inspiring leadership, rich experience & innovative excellence; targeting to express potential in strategic level assignments in Human Resource Management & HRBP with an esteemed organization in Chennai

#### CONTACT ME AT

- Chennai
- kammilakshmiarchana@gmail.com
- +91-9790873082
- <https://www.linkedin.com/kammilakshmiarchana>

#### EDUCATION

- B.Tech. (ECE) from SRM University, Chennai in 2008

#### CERTIFICATION

- Certified HR Business Partner Professional (Aon)

#### CORE COMPETENCIES

- Human Resource Management
- HR Policies and Procedures
- Compensation, Payroll, and Benefits Management
- Performance Management
- Workforce Planning
- Employee Engagement & Grievance Management
- Talent Acquisition & Retention
- Budgeting & Cost Optimization
- Induction & Separation
- Training & Development
- Statutory Compliance
- Database Management

# Kammili Lakshmi Archana

## PROFILE SUMMARY

- A dedicated professional with **nearly 7 years** of experience in **driving strategic HR operational initiatives to realize bottom-line results, streamlining operations, and heightening employee productivity** by mastering HR situations in close coordination with senior management for integrating human resource functions with overall business goals and industry standards
- Directed the framework for **Talent Acquisition & Employee Relations Activities**, Recruitment & Selection, Emotional Intelligence, Legal & Liaison Work, Statutory Compliances based operations; deep understanding of industry-related issues, employee satisfaction, and staff development
- Exhibited **excellence in formulating policies for workforce planning**, internal control, induction, orientation & development of new candidates, employee engagement activities, employee grievance management & bringing in innovative and advanced practices
- Showcased **leadership skills by managing & administering a team of HR Professionals** and conceptualizing recruitment techniques, cost-effective training & development, compensation strategies, and so on; leading organization development that addresses issues such as succession planning, superior workforce development, key employee retention, organization design and change management
- An ambassador of change, **innovating profitable solutions for various aspects of HRM**; proficient in transforming processes and enabling innovation to improve organizational performance & productivity
- Leveraged capabilities in directing Payroll Functions** entailing computation of salaries, attendance, leave, fixed & variable entitlements, & deductions with skills in validating the input and output & responding to employees' queries; proven business skills in managing the payroll processing functions while ensuring accurate & timely compliance with statutory obligations
- Skilled in enhancing employee satisfaction**, designing & applying a comprehensive performance management system, compensation & benefits, rewards & recognition programs, and competency framework to support the business and building engagement processes with a pragmatic approach
- Insightful exposure in **managing end-to-end Human Resource Management process** starting from recruitment i.e. interview applicants, induction, administer leaves & salaries and providing administrative support to management
- Instituted the best HR practices on recruitment techniques**, cost-effective training & development, competency mapping, and performance management; consistently ensured that HR policies and procedures have optimized value across overall organizational processes

## WORK EXPERIENCE

Mar'17 – Till Date | Senior HR Executive | Aspire Systems, Chennai

Growth Path: Associate HR → Senior HR Executive → Lead Talent Management

#### Key Result Areas:

- Greeting new hires, completing their day one induction, informing them on company policies & procedures, and acquainting them with the company
- Facilitating new recruit orientation sessions and coordinating with Facilities, System Administration, Insurance, and Business to ensure a seamless on-boarding process
- Providing HR Solutions and coordinating with senior management on all managerial needs
- Keeping track of and managing all employee issues, such as performance, pay, and policies

## AWARDS & HONOURS



Star Performer Award for 'Excellence in Hiring' to Vdart in 2016



Role Star Award for supporting the Sales Team in 2017



Star Gladiator Award for supporting Testing Team with their hiring needs in 2018

## SOFT SKILLS

- Change Agent
- Collaborator
- Communicator
- Innovator
- Planner
- Team Leader

## PERSONAL DETAILS

**Date of Birth:** 15<sup>th</sup> August 1986

**Languages Known:** English, Hindi, Tamil, and Telugu

- Creating promotion and succession plans for the entire workforce, as well as structuring remuneration and benefits in accordance with the budget
- Preparing payroll & performance metrics and keeping a track of confirmation, appraisals, grievances, and increments of the employees; generating various documents like the Offer Letter, Appointment Letter, Confirmation Letter, Increment Letter, Transfer Letter, Relieving Letter, Warning Letter, Show Cause Notice, Experience/Service Certificate, Absenteeism Notice, and so on
- Collaborating with company leaders to develop a hiring strategy for the fiscal year and executing it successfully
- Working with the Technical Panel to understand their needs and define employment positions, as well as filling such jobs strategically
- Recruiting, screening, and shortlisting applicants via job portals, internal references, and headhunting; filtering resumes based on desired qualities and experience
- Conducting telephonic and personal interviews in coordination with the Department Heads; following up with the selected candidates and assisting them with their smooth on-boarding

(kindly confirm the following)

- Administering human resource policies, procedures, and training & development; partnering with client groups to determine training needs including the development & delivery of corporate-sponsored regulatory training and orientation programs
- Ensuring procedural and ad hoc HR administrative requirements are completed in a timely and accurate manner
- Devising & implementing various programs to enhance the company's brand in the community and recruiting new talent
- Ensuring employee welfare, safety, wellness, and health with active involvement in the development and implementation of policy documents and handbooks for employee reference

**Oct'15 – Mar'17 | Technical Recruiter | VDart Software Services Pvt. Ltd., Trichy**

### Key Result Areas:

- Assisted top global MNC customers with end-to-end recruitment by interacting with specific customers and compiling priority requirements
- Submitted profiles regularly and consolidated reports (weekly and monthly dashboards) of various requirements shared, as well as overall submissions against the requirements
- Organized interviews for the candidates shortlisted by the customers which included Fresher as well as Senior-level Professionals
- Assisted the customers to remap rejected/on-hold candidates to any other suitable open positions; followed-up on pending offers for selected candidates
- Updated the status (LWD in the current organization, joining date, and so on) of the candidates to whom offer letters were released