



Nadhivadanam Rajkumar

Summary

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I am a dedicated and results-driven HR professional with a solid foundation of 8 years of experience in the field, encompassing a wide spectrum of HR functions. My passion lies in harnessing human capital to drive organizational success. Throughout my career, I have consistently demonstrated an unwavering commitment to crafting and implementing strategic HR initiatives that align with the broader business objectives.

My expertise extends across various facets of HR management, including talent acquisition, employee relations, performance management, payroll administration, compliance, and organizational development. I excel in building strong relationships with clients, vendors, and internal stakeholders, cultivating an environment of collaboration and mutual success.

As a seasoned HR practitioner, I have honed my skills in recruitment, from sourcing and selecting top-tier talent to streamlining interview processes, resulting in reduced time-to-hire and increased candidate quality. My strategic mindset and data-driven approach have led to the successful revamping of Performance Management Systems (PMS), fostering employee engagement, and elevating overall productivity.

One of my defining strengths lies in fostering positive employee relations. I have successfully resolved conflicts, initiated employee engagement programs, and championed employee wellness initiatives that have translated into enhanced job satisfaction and lower turnover rates.

Furthermore, I am proficient in HR technology, with expertise in platforms such as Zoho and Workable. My proficiency in Microsoft Office suite applications, including Excel, Word, PowerPoint, and Outlook, enhances my ability to streamline HR processes and deliver data-driven insights.

EXPERIENCE

Splendid Decade Unipessoal Lda

Sep 2023 - Present

HR Admin Freelancer

In my current role as an HR Admin Freelancer, I continue to leverage my HR expertise to support the organization's HR functions, ensuring streamlined processes and hiring.

Reliance Jio

Dec 2022 - Aug 2023

Deputy HR Manager

In the capacity of Deputy HR Manager at Reliance Jio, I played a pivotal role in HR operations. I was lauded for my leadership in revamping the Performance Management System (PMS), leading to a 30% increase in employee engagement scores and a 20% improvement in productivity.

- Successfully ensured HR compliance, conducting regular audits and implementing corrective actions.
- Spearheaded employee engagement initiatives.

Hema's Enterprises Pvt Ltd

Feb 2022 - Nov 2022

Talent Acquisition Manager

As the Talent Acquisition Manager, I orchestrated the end-to-end recruitment process, collaborating closely with hiring managers to identify top talent. I streamlined recruitment procedures, resulting in a 20% reduction in time-to-hire and a 15% increase in candidate quality.

Amelio Early Education Pvt Ltd

Jan 2021- Jan 2022

HR Manager

As the HR Manager at Amelio Early Education Pvt Ltd, I managed a multitude of HR functions, including employee relations,

onboarding, and exit formalities. My initiatives to enhance workplace culture led to a 10% increase in employee satisfaction.

- Successfully reduced onboarding time by 20%, improving the new employee experience.

- Implemented employee wellness programs, resulting in a 15% decrease in absenteeism.

Ramakrishna Hospital Pvt Ltd

July 2014- Aug 2019

HR Manager

As HR Manager at Ramakrishna Hospital Pvt Ltd, I executed comprehensive HR processes, fostered strong relationships with clients and vendors, and ensured seamless HR operations.

- Expertly handled payroll administration, reducing payroll errors by 15%.

- Conducted training programs on HR compliance, resulting in a 30% reduction in compliance-related issues.

EDUCATION

Anna university

2008 - 2011

Bachelor's Degree in B.Sc Software Engineering

Anna University

2011-2013

Master's Degree in MBA with a specialization in HR & Finance

SKILLS

- Client and Vendor Management: Proficient in establishing and nurturing fruitful relationships with clients and vendors, driving business success.

- Recruitment: Demonstrated ability to source top talent, optimize recruitment workflows, and make effective hiring decisions.

- Payroll Administration: Skilled in managing payroll systems, ensuring precision, and on-time payroll processing Support.

- Employee Relations: Proficient in cultivating a positive work environment, resolving disputes, and fostering employee engagement.

- Onboarding and Exit Formalities: Expertise in designing and executing seamless onboarding and exit processes to enhance the employee lifecycle.

- Software Skills : Zoho Platform, Workable, Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Microsoft Outlook, Etc.,

LANGUAGES

English (Professional level), **German** (Beginner)