

GOWRI KS

Sr. Human Resource Professional

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A passionate HR professional looking to manage senior level assignments in **HRBP & HR Generalist functions** with an organization that provides me with an opportunity to use proficiency in driving **strategic HR Initiatives skills** and experience to contribute in a meaningful way to the **advancement of company goals**.

Profile Summary

- Combined expertise in establishing & developing HR departments and contributing to productivity, culture and cost savings initiatives with focus on **overall organizational development, change management, business excellence and transformation** in a matrix structure; directed critical HR programs encompassing **benefits/compensation, staffing, employee relations activities, and regulatory compliance**
- Spearheaded the **strategic framework for Talent Acquisition, Recruitment & Selection, Legal & Liaison Work, Statutory Compliances** based operations, deep understanding of industry related issues, **employee satisfaction and staff development**; Leveraged with hands-on experience with tools such as **IFS ERP, SAP, TALEO, Workday** & so on
- Approachable Leader with skills in enhancing **employee satisfaction, designing & applying a comprehensive performance management system, onboarding, HR audits, Training & Development, International HR Operations & Shared Services**; bridge the competency gap through creation of individual development plans, rewards & recognition programs and competency framework to support the business and building engagement processes with a pragmatic approach; Proficient in conducting employee engagement activities and surveys for developing a sense of trust and belongingness among the employees
- Excel in designing and evaluating career paths, leading all **HR functions and crafting strategies** that meet business goals; **added KPIs** as a component of the performance evaluation program; proven skills in **Project Management**, managed multiple portfolios as per the core business objectives
- Analytical, dedicated & versatile leader enthusiastically meeting deadlines with innate skills in building high performing multi-cultural teams; **recruiting, leading, training & monitoring performance of the team members** for maintaining excellence in operations; **partnered with other HR functions** to drive and leverage all HR programs including employee development, succession planning, and workforce optimization

Career Timeline (Recent 5)



Core Competencies

Recruitment & Sourcing

Orientation & Onboarding

Policies & Procedure

Payroll

Compensation & Benefits

Training & Development

HRIS / HRBP

Vendor Management

Statutory Compliance

Employee Engagement/ Relations

Performance Management

HR Audits

Achievements

- Managed approx. 1000 employees of various employment types post recruitment from 2015-2019 for new positions at KBR
- Responded to requests regarding employee pay checks with an average 96% satisfaction rate (all employment types) with Streamlined Payroll process for "Zero error" payroll
- Recommended the HR practices to reduce contemporary HR issues to 20%
- Made a mark by individually driving Competitor analysis for the increment workout of the year 2009 based on the inputs received from Planmann Consulting (EDAC Engineering)
- Hands-on in setting up, customizing and implementing "**Human Resource Management System**" in the company (EDAC Engineering)
- Consistently achieved monthly targets and generated highest amount of revenue in NON-IT Vertical in Chennai branch both as a Team Member & Team Leader (Reach Management)

Work Experience

May'22- Jan'23 Hinduja Tech, Chennai as Manager

Key Result Areas:

- Facilitating the process where "best practices" were implemented in terms of policies, processes, and digitization throughout the employee life cycle
- Collaborating together with business management to address employee HR-related concerns and ensuring that the proper steps are taken
- Assuring one-on-one interactions with staff members to assist them in adjusting to organizational and project-related changes
- Directing the department's daily operations and offering timely, constructive performance reviews
- Working with top management to comprehend the organization's objectives and plan for achieving HR Targets & KPI
- Creating and putting forward departmental budgets, excluding those for labour costs and the GMC and GPA insurance administration
- Ensuring complete compliance with all laws and HR audits (BGV, P-files, Salary, PF, ESI, Gratuity, Income Tax & PT)
- Supervising the worldwide HR Operations team, which is in full control of all HR Strategy and Execution for TAG, Business Partnering, and Statutory

Mar'15 – Mar'20: KBR, Chennai as Principal Generalist, HR

Growth Path:

Senior Generalist



Principal Generalist

Key Result Areas:

- Spearheaded the management of the benefit portfolio, which consists of the meal allowance (Edenred/Sodexo), gift cards, VPF, and health benefits
- Interacted with consultants and peers in the sector, acquired a complete understanding of every position held by the organization to enable correct job role mapping and data submission to the C&B team
- Put into practice SMART objectives and a thorough PMS procedure that are developed from business goals
- Developed monthly payrolls for employees (up to 10,000 at various organizations), pay stubs, salary bank transfer statements, annual leave payments, allowances, overtime payment, and full and final settlement
- Submitted data into the MIS in compliance with the rules and regulations of the company
- Promoted the organization's culture and goals while successfully managed employee performance with tried-and-true firm methods
- Performed Internal and HR audits in which prepared reports for audits and ensured the audit report contained no substantial NCs
- Checked that employees made their PF, ESI, and professional tax contributions on time
- Constructed employee contracts and pertinent local employee handbooks in consultation with the host country's legal consultants
- Conducted and supported ISO-compliant Training Need Analysis Feedback and Effective Analysis of Training, organizing a variety of professional training programmes
- Improved the hiring process for new hires by utilizing consultants, employment sites, and internal referrals from outside sources
- Organized and performed interviews; established salaries; issued offer letters and candidate BGVs; and persisted throughout the onboarding process for the employee
- Led a group of 7 individuals in the HRSS Workforce Management Team

Highlights:

- Facilitated CLRA Audit, a number of labour audits, internal quality audits, ISO 9001-2015, and Lloyd's Register Quality Assurance (LRQA) for QMS certification
- Hired 75 individuals during the company's first setup (KBR)
- Conducted 1,000+ new hire orientations to inform employees of various topics
- Worked along with UK office for successful implementation of Performance Management & Succession Planning for Chennai Centre.
- Facilitated MBTI, Franklin Covey 7 habits -Leadership training, TOASTMASTERS club among employees as part of employee development

Mar'13 –Feb'15: VATECH WABAG, as Executive HR –Corporate

July'08 – Jan'11: EDAC Engineering Ltd , as Executive HR

Key Result Areas:

- Adhered to regulatory requirements and reporting, especially with regard to ESI/PF authorities and Government Labour Officer
- Managed payroll, handled legal and statutory issues, and addressed attendance management & Contract Labour Management
- Introduced employee engagement programmes, connect programmes, employee surveys, and grievance resolution procedures
- Maintained HR documents, including those pertaining to pay, incentives, health insurance, and other benefits

Apr'06- Jun'08: Reach Management Consultants, as Team Leader

Highlights:

- Consistently achieved monthly targets and generated highest amount of revenue in NON-IT Chennai branch both as a team member & team leader
- Achieved 30% of the target of the Non IT Team for the Financial year 2007-2008
- Managed team of 10 recruiters
- Dealt with clients like Automobile OEM's & Auto Ancillaries, Engineering Companies, Pharma Companies, Chemical companies, EMS companies, Foundries

Education

- 2011: **MBA - Human Resource Management** from Anna University (DLP)
- 2005: **BSC – Bio-Chemistry** from University of Madras (Regular)

Personal Details

Languages: English, Tamil & Hindi

Date of Birth: 7th May 1984

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