

THAMARAI SELVI G



Seasoned HR Professional

Dedicated professional with skills in driving strategic HR initiatives to realize top & bottom-line results, streamlining operations, business partnering, strengthening employee capability and engagement

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Profile Summary

- Result-oriented professional with rich experience of 15+ years in managing the entire gamut of Human Resource Management functions
- Expertise in conceptualizing & effectuating measures / modifications. in the operating procedures to optimize resource and manpower utilization
- Instituted best HR practices on Recruitment techniques, assisted in cost effective training & development; ensured HR policies & procedures have optimized value across organizational processes
- Strategy architect credited with implementation of innovative path-breaking HR initiatives to streamline processes and capitalize on organizational growth opportunities
- Developed policies which led to reduction in cost of recruitment, HR, BU head cost within turnaround time and good quality of prospects, thereby increasing the volume of business, billing rates
- Consummate in Audit Compliance, HR Automation, Retention & Attrition Control, Leadership Hiring, and International Client Management, HR Business Partner
- Hands-on experience in conducting hiring in Engineering Services and Animation - Product Engineering, Process Engineering, Manufacturing and Architecture, Engineering & Construction Services & solutions along with IT, ITeS, US Healthcare and Non IT domains
- Approachable leader with skills in bridging the gap between managers and employees by resolving matters pertaining to salary & policies
- Expertise in leading organizational development, talent management for improving the competence of the workforce



Key Skills

Niche Technical Talent acquisition

HR Operations & HRBP

Compensation & Benefits

Performance Management System

Organizational Development

Talent Management

On boarding / Induction

Employee Engagement & Welfare

MIS Reporting & Analytics

Learning & Development

Business Intelligence

Salary benchmarking

Payroll Management

Team Building & Leadership

Succession planning & Career Management

• Career Timeline:



Education

- MBA (HR) from Madurai Kamaraj University, Bangalore in 2012 with 66%
- B.Com. from RBANM's First Grade College, Bangalore University with 69% in 2005
- 12th from St. Anne's PU Composite College, Department of Pre- University Education, Bangalore in 2002 with 83.66%
- 10th from Sri Ramakrishna English High School, Karnataka Secondary Education Examination Board in 2000 with 70.88%

Soft Skills

Communicator Innovator
Thinker
Collaborator Intuitive

Notable Accomplishments Across the Career

- Received appreciations for:
 - **External Auditor in the Aerospace (AS 9001 "C" Audit)** for the proper and accurate maintenance of candidate's technical score card evaluation with parameters which reduced the rejection ratio and the Turnaround time in hiring and also supported from HR for the AS certification for Vee Technologies
 - **Implementing the best practices in hiring**, by the SBU head for identifying the right source of talent within specific timeline & minimal rejections which lead to quick transition of projects with early generation of revenue thereby good impact on Profit & Loss of the Business Unit
 - **US Sales Team and Operations Team on the quick hiring delivery** for Architectural new line of service in Engineering services with about 60 joiners in 45 days with all the process followed
- Recognized for **Expat Services from the UK Client and India** for the HRO Services provided and from the Management as revenue earning center than cost center which raised from 3 to 100 expats and from 5 to 50 local consultants billing of invoices
- Played pivotal role in **ramping up resources in new line of business**, and was conferred with cash award for Engineering – Product Design, Oil & Gas and Healthcare – Claims Adjudication
- **Received testimonials from Expatriates** during & post-employment support on PF withdrawals by liaising with PF commissioner and smoothly transitioned the PF claims
- **Built brand of "VEE CREATE" – Engineering Services from scratch** by identifying and conducting drives at Hyderabad, Pune, Chennai, Hosur, Salem and PAN India in person along with the Team
- Secured awards for the following:
 - **Move the Mountain Award** for consecutively and successfully processing the L1 A and L1B Intermittent Visas for engineering and US Healthcare Dept. - GM from USA to India and won a cash award for the same
 - **Preparing all the necessary documents** for Vee Technologies candidature related to their ranking in IAOP (International Association of Outsourcing Professionals) and Best places to work awards, New York in 2017
 - **Dream Employer of the Year** hosted by WORLD HRD Congress in 2021 under Best Corporate Social Responsibility practices and IT'es & Software, BPO and Health care sector categories

● Work Experience:

Oct 2021 to till date :

Capgemini Technology Services Limited
Erstwhile Capgemini Engineering, Bangalore
Senior Manager/ Manager Level 2

- Managing the end to end Talent acquisition and HR Operations including on boarding across various domains like Aerospace, Automotive, Manufacturing, Industrial, IT, Engineering, R&D, Digital Engineering and Intelligence Business units
- Varied roles like leadership, lateral and freshers hiring
- Talent Management
- Partnering with Business leaders strategically to achieve business needs and demands and
- Managing the team in Bangalore, Gurgaon and Hyderabad
- Ensuring TA compliance and continuous process improvements'
- Proficient on using SAP based and customized HR applications

May'07 to Aug 2021
VEE Technologies Pvt.
Ltd., Bangalore

- Supervised core HR Generalist Operations including Payroll Management, Policy Formation & Implication, Statutory Compliance, Training & Development & MIS
- Providing leadership across the verticals of the organization which includes multiple dimensions such as:
 - Strategic HR Planning, Talent Management, Training & Development, Employee Engagement
 - Performance Management, Compensation & Benefits,
 - Employee Interface and Industrial Relations
- Managed end-to-end recruitment life cycle and ensured adherence to the process including employee recruitment and retention, staff development, mediation, conflict resolution, benefits and compensation, HR records management, HR policies development and legal compliance
- Manage end-to-end employee lifecycle management both from process and employee experience perspective
- Manage HRMS related activities and accurate data maintenance along with implementation of new functionalities, enhancements and integrations wherever required
- Post-offer Engagement, Pre-On-Boarding & On-boarding, Exit Process
- MIS Analytics - Generating Reports & Various dashboards (on Headcount, attrition, employee demographics) on monthly basis to support HRBPs in Business reviews and reporting requirements
- Identify automation opportunities, provide data driven insights by proactively recognizing the need to improve employee experience
- Statutory & Labour Compliance management as per applicable laws
- Responsible for HR and vendor audits, closure of Audit observations
- Support the employee insurance benefits coordinating with external stakeholder for insurance
- Co-ordinate with Functional/department heads on HR related interventions
- Sourced, screened, shortlisted candidates through multiple channels like job portals, social media, cold calling, employee referrals, off campus hiring, and recruitment drives
- Implemented new HR strategies to create a high performance Culture
- Collaborated with management and employees to improve the work culture, enhance employee retention through strategic intervention.
- Analyzing, reviewing and evaluating HR metrics, KPIs
- Guiding HR policy and suggesting new strategies
- Monitoring and reporting on workforce and succession planning
- Identifying training needs and evaluating development programs
- Addressing employee grievances or issues with employee relations
- Leveraging employees as brand ambassadors for several initiatives like buddy programmes, Mentorship, diversity and inclusion hiring strategies
- Organized Reward & Recognition Program on the performance reviews and top grading, skill assessment & evaluation, trainings and other skill enhancement methods to enhance productivity
- Working on various HR activities such as:
 - Organizing workspace for new employees
 - Updating personnel files and employee status changes
 - Administering leaves of absence
 - Co-op separation process/ Exit Management
 - LTA & Distribution of pay slips to all staff



Certification:



Certified Internal Auditor for both Information Security and Quality Management System ISO 27001 and ISO 9001 by TUV NORD Group



Six Sigma Yellow Belt Certified in 2017



IT skill

MS Office (Word, PowerPoint, Excel, Outlook, Access)

SharePoint and MS Office- 365

Tally 6.0 version

Functional Expertise



- Leadership Hiring
- Contract Staffing
- Employer branding
- Attrition Control
- Technical lateral hiring
- Statutory Compliance
- Expatriate Management
- Vendor Management
- Market Research
- Visa Management
- Competency Mapping, & Analytics
- Audit Compliance
- Stakeholder Management
- Corporate Social Responsibility
- International – US hiring

Projects Executed



Project Name: Employee Referral

Description: Manual referrals eliminated. Referrer gets to know the status of referral and accordingly referral bonus gets processed

Project Name: Mentorship Policy

Description: 1st cut of mentorship programme was initiated for the fresher levels as a buddy programme

Project Name: Branding

Description: strategies planned to strengthen the internal and external branding

Project Name: Freelancer Model

Description: 50 freelance recruiters hired to support on hiring and establishing them as part of extended HR Team, which lead to the reduction in the fixed cost, and TAT. Virtually many of the fresher's, people who are looking for a job after career break, house wives also got empowered with HR skills

Project Name: Quality, TAT and Productivity Improvement of Hiring Team

Description: Analyzed and improved efficiency by 16% with inclusion of score cards by filtering the right candidates, reducing the rejection ratio and tapping the right candidates by screening with right questions, up skilling of recruiters

Project Name: Alumni Connect

Description: Scope of the project is to express the gratitude to each & every employee who were part of successful journey of the company, collaborate with all ex-employees together either virtually or in person, promote to build & grow the organizational brand through word of mouth marketing, facilitate the Talent acquisition team & provide career opportunities to Alumni's families

Project Name: Competency Matrix

Description: The project envisaged to raise the bars of the competency level of all employees, emphasize people v/s job capabilities enabling the organization to gain competitive advantage, encourage cross functional team behaviors critical to business success, reinforce new values while continuing to support achievement of business objectives, support superior performance in roles/units that have a critical impact on organizational success, focus people on total quality and customer centered behavior and Ease the flow of people across business and global boundaries



Domains worked

Automotive Product Design	Locomotives	Packaging & Medical Equipment Design	Oil & Gas / Energy	MEP -Mechanical, Electrical, Plumbing design/ HVAC/ Fire fighting	Architecture
Manufacturing and IT	Research & Development	Aerospace & Defense	Truck Off-highway Heavy Equipment	Industrial/ Manufacturing	Tool Design & Development
ELV – Electrical Low Voltage	Energy Modeling / Efficiency & Sustainability Design	Civil and Structural	Engineering Animation & Tech Publications	CAE,CFD	US healthcare

CAD Technologies: CATIA V4 / V5, Pro-E/ Creo, Unigraphics, Autodesk Inventor, Solid works, Solid edge, Auto CAD, Revit Architecture(3D Modeling, Annotations) and Auto CAD, Archi CAD, Sketch up, BIM 360, point cloud, Navisworks, Uniclass, NBS, RIBA stage 2 to 4, ISO 19650, COBie and Codebook, US , UK, ASME, API, ASHRAE and global standards

AutoCAD 3D civil, Water gems, Sewer gems, GIS software

RAM Elements, RISA 3D, Staad Pro, Revit Structures, AutoCAD, BIM 360, Navisworks, Advance steel

Software development (C/ C++, Java, Python, C#, ASP, .Net, Oracle, SQL, HTML, CSS, JavaScript, React JS,

Full stack, Angular, Java Spring Boot, PHP, UI/UX, Java with Angular, .Net Core)

CAE Technologies : Ansys, Ls-Dyna, Nastran, Patran, ABAQUS, Hypermesh, Ansa

CFD Technologies : Flotherm, Icpack, Fluent, CFX, ICEM CFD, Star CD, Star MM+

PLM – Windchill, Team Center, ENOVIA, Solidworks EPDM

Client Management

Worked on in-house projects with international clients across the globe,and specifically from US, Europe, France, Germany, Australia, UAE, Norway & local national clients across PAN India

Personal Details

Date of Birth: 19th December 1984

Languages Known: English, Kannada, Tamil, Hindi, & Telugu

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