

Kanimozhi Allwyn

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HEAD HR

- A dynamic professional with **12+** years of rich domain expertise in managing **HR & Business Analysis Operations**.
- Key focus on top & bottom line profitability while ensuring optimal utilization of resources for the company & Stake Holders.
- **Strong business intelligence** with demonstrated abilities developing relationships with key decision-makers in target organizations for business development & interfacing with clients for suggesting viable services and cultivating healthy relations.
- **Conceive and execute strategies**—Drive corporate growth and value: Provide “no surprises” decision support by implementing and enforcing operational guidelines, controls, processes. Drive corporate development through sound operational and significantly identifying underlying risks, deficiencies and opportunities that others missed.
- **Innately wired for tactical thinking**—formulate and execute corporate plans: Develop and execute decisions, and mission-critical business challenges.

Areas of Expertise:

HR Operations, Onboarding, Induction program, Attendance and Leave Management, Administration, Payroll, Compensation & Benefits, Compliance, ISO Certification Audits, Employee Engagement, Employee Motivation & Retention, Training & Development, Performance Appraisal, Resource Management and Bench Management, Rewards & Recognition, HR Policies & Procedures, Group Health Insurance Policy, Separation process, and Developing Organization Culture.

Entire gamut of HR Operations:

- ✓ **Lead HR for India Operations** - Responsible for HR for Operations from end to end comprising of total headcount of 1000+ with HR team of 8 across India.
- ✓ **Organization Structure/ OD:** Formation of the complete Organisation Hierarchy Levels, with the Competency Mapping. Structuring the complete Org-Chart of the organisation.
- ✓ **Developing HR strategies by working with Top Management & Leadership Team**, which considers immediate and long-term employee requirements in terms of numbers and skill levels, including the facilitation of Training & Development as per department needs.
- ✓ **Training & Development** for the employees of Bangalore, and designing the training programs for PAN India
- ✓ Actively involved in formulation of Key HR & **Recruitment** policies pertaining to Transfer, Domestic Travel, International Deputation, Reward and Recognition etc., Understanding the Recruitment needs for various projects and fulfill with the Manpower requirements of both the centers within specific time period.
- ✓ **Partner with Business** on workforce planning, succession planning, and skills assessment. Review and analyze business unit data to identify trends and recommend solutions to improve performance, retention, and employee engagement & Welfare.
- ✓ **Policy Framing/ Process Designing** of the company on general & Process Orientation needs and educating employees to know well about the flow of process/ policy, making sure the framed and approved policies has been followed in proper manner.
- ✓ Plan, manage and provide continuous improvement to all aspects of the client & vendor organization and leadership review process and the strategic objectives including both annual and mid-year processes which focus on performance management and talent development process.

- ✓ **PMS: Planning and managing** the end to end **Performance Management System/ Appraisal** for PAN India employees, till issuing the Increment Letters.
- ✓ **Payroll Processing & Systems:** Monitored the payroll processing on statutory base of Shops & Establishments Act & Factories Acts & Minimum wages Act for 250 employees manually. Successfully implemented the **HRIS** completely.
- ✓ **Standing Order:**
 - Drafting, Review & Refining the clauses,
 - Formation of Management & Workers Committee through elections,
- ✓ Audit of Approval by Labour Department and Registering & Certification of company Standing Orders,
- ✓ Handling **Statutory Compliance & Audits** including EPF, ESI, Labor, Income Tax (TDS), IT Exemptions, Factory & Pollution Control Board license.
- ✓ Responsible for **Resource Management** including forecasting, scheduling of resources for various Project and product teams.

Work Experience

- Teliolabs Communication Pvt. Ltd, Bangalore – **Head HR** (May'2021 till today).
- iNube Software Solutions Pvt. Ltd, JP Nagar, Bangalore – **Senior HR Generalist & Talent Acquisition** (1st Sept 2017 to Jun 2018).
- ValuePro International Pvt Ltd, HSR Layout, Bangalore: **HR Generalist**. (Dec 2015 to 31st May 2017)
- Interweave Consulting Pvt. Ltd, Bangalore: **HR - Operations** (Feb 2014 –July 2015)
- SughaVazhvu Health care Pvt. Ltd, Tanjore: **HR Manager** (Sep 2012 – Jan 2014)
- SRM InfoTech, Thanjavur: **Branch Manager** (July 2009 – Aug 2012)

Academic Qualification

- **MBA (HR)** - SASTRA University, Tanjore. Passed out in 2009, with 65%
- **BBA** – Bharathidasan University, Tanjore. Passed out in 2007, with 74%.

Academic Projects

- Main Project (HR): "*A study on organizational culture*" - Thanjavur Spinning Mill Ltd, **Ramco groups**.
- Mini project: "*A study on customer satisfaction*" - **Amway India**.

Achievements

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- Received Start performer reward at Teliolabs - June' 2021.
 - Organized National level MARATHON running competition in Tanjore, Tamil Nadu 2012
 - Organized 'Progayam' national level program conducted by SASTRA University - 2008.
 - Participated in **product launching presentation** conducted by AMC College Tanjore - 2006.

Regards,
Kani.