

**Y. Ajay Kumar**

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3+ Years of experience in handling the entire gamut of HR activities -Employee Relations, HR Operations, HR policies and documentation, with excellent communication and people handling skills.

**Work Experience:****Organization : SmartDrive Systems India Pvt. Ltd.****Role : Team Lead - HR Operations****Duration : February 2016 - Till Date****Location : Hyderabad****Team : Handling Team of 2 Members****Company Profile:**

SmartDrive is an innovator in driver safety. We help fleets save time and money, while saving lives. Serving customers across a variety of industries, from waste management, retail and wholesale to food distribution, transit and armoured car, SmartDrive delivers groundbreaking solutions that make it easy for fleet managers to take control—advancing driver safety. SmartDrive records comprehensive video-based data from the road, thoroughly reviews safety performance, and provides the recommendations and tools for fleet managers to easily respond and deliver savings—all through an easy-to-use managed service.

With headquarters in San Diego, we span the world, including offices in the UK, Australia, New Zealand, India, Ukraine, and China. SmartDrive is venture funded, having raised over \$75 million since 2004, and has been listed as a "Top Ranked Venture Backed Company" by the Wall Street Journal.

**Key Responsibilities****Induction & Joining formalities:**

- Involve in induction.
- Updating HR policies of the company about Leaves, T.A, Insurance Policy, Medical Benefits, Salary Structure, Deductions, Reimbursements, etc. to new joiners.
- Interacting with the new employees and making them feel comfortable in the new environment regular basis.
- Addressing the issues faced by the employees.
- Regular basis Solving HR related issues of employees called Deputies working under Magna Payroll).
- Ensuring the completion of joining formalities and collecting required documents from new joiners.

**Employee Management System:**

- Maintaining complete employee data in employee database management system.

**Queries & EMS:**

- Tracking the queries raised by employees and closely working with the concerned internal departments to close them in the stipulated time lines.
- Maintaining the data employee data base in the internal software and making the changes up on request of employees by crosschecking the valid proofs.

**Leaves and Time Sheet Management:**

- Maintain the time sheet of all the employees & provide the time sheets to accounts Department to process the salaries.
- Maintaining the leave tracker availed by employees which were approved by respective managers.

**Co-coordinating with the Finance team with statutory compliances & Payroll:**

- Knowledge of payroll and break-up of Gross salary.
- Knowledge in calculating Employees taxes, considering exemptions, savings & deducting TDS in pay slips & issuing 'Form 16'.
- Supports to TDS department for Income Tax purpose.

**Performance Appraisal and Promotions:**

- Involve initial level in employee performance appraisal process.
- Handling grievances across all levels.
- Coordinating with the respective project managers in enhancing the PO rate for appraisal process.

**Employee Satisfaction Surveys:**

- Monthly thrice employee connect, Conducted periodic employee satisfaction surveys, part of the team chosen to implement strategies for areas requiring attention and improvements.

**Full and Final Settlement:**

- Involve in exit process (Full & final settlements).
- Processing full and final settlement, issuing the relieving, experience letter and all the standard letters as well.

**Recruitment:**

- Handling complete recruitment life cycle to ensure 100% client satisfaction.
- Understanding client's requirements in retrospect of candidates profile, job description and short listing right candidates.
- Using job portals like monster, naukri, Indeed, Times jobs and LinkedIn for sourcing the right candidates as per the requirements.
- Screening profiles, short listing and selecting the candidates in the preliminary rounds.
- Briefing the candidates about the job profile, package and organization.
- Coordinating with candidates, technical interviewers for direct or telephonic interviews.
- Arranged for walk-ins and coordination with technical panel.
- Maintaining systematic database of all candidates.
- Meeting the numbers as per the target set by the reporting manager.
- Issue of offer Letters and completing joining formalities of selected employees.
- Verification of all the educational and work experience documents.

**Back ground check:**

Involve initial level to BG check verification reports.

**Organization :** Magna Infotech Pvt. Ltd.  
**Role :** Team Lead - HR Operations  
**Duration :** March 2013- Till Date  
**Location :** Hyderabad

**Team :** Handling Team of 10 Members

**Job Profile:**

**Handling payroll**

Single Point of Contact (**SPOC**) for approx. 500 (Hyderabad location) staffing employees. Responsible for creating and cultivating a motivated taskforce as a HR touch point.

**Company Profile:**

Magna Infotech was established in the year 1995 in US. Software Development & IT staffing division of Magna was started in April 2003 .One of the fastest growing IT Consulting and Software Services Company in India .Core services are Staff Augmentation, Software Services and e-Learning Head quartered in Hyderabad Magna have strong presence in US, UK and 7 cities across India (Pune, Bangalore, Kolkata, Chennai, Delhi, Mumbai). Providing high quality services and solutions to Fortune 500 clientele .Over 195 clients in India - Accenture, ORACLE, IBM, Wipro, HP, Patni etc. Magna has grown from 50 employees to 11000+ Employees in 12 Years.

**Key Responsibilities**

**Induction & Joining formalities:**

- Involve in induction.
- Updating HR policies of the company about Leaves, T.A, Insurance Policy, Medical Benefits, Salary Structure, Deductions, Reimbursements, etc. to new joiners.
- Interacting with the new employees and making them feel comfortable in the new environment regular basis.
- Addressing the issues faced by the employees.
- Regular basis Solving HR related issues of employees called Deputies working under Magna Payroll).
- Ensuring the completion of joining formalities and collecting required documents from new joiners.

**Employee Management System:**

- Maintaining complete employee data in employee database management system (Radar internal Software).

**Queries & EMS:**

- Tracking the queries raised by employees and closely working with the concerned internal departments to close them in the stipulated time lines.
- Maintaining the data employee data base in the internal software and making the changes up on request of employees by crosschecking the valid proofs.

**Leaves and Time Sheet Management:**

- Maintain the time sheet of all the employees & provide the time sheets to accounts Department to process the salaries.
- Maintaining the leave tracker availed by employees which were approved by respective managers.

**Co-coordinating with the Finance team with statutory compliances & Payroll:**

- Knowledge of payroll and break-up of Gross salary.
- Knowledge in calculating Employees taxes, considering exemptions, savings & deducting TDS in pay slips & issuing 'Form 16'.
- Supports to TDS department for Income Tax purpose.

**Performance Appraisal and Promotions:**

- Involve initial level in employee performance appraisal process.
- Handling grievances across all levels.
- Coordinating with the respective project managers in enhancing the PO rate for appraisal process.

**Client Visit:**

- Regular Client interaction to provide assistance in resolving the employee queries.

**Employee Satisfaction Surveys:**

- Monthly thrice employee connect, Conducted periodic employee satisfaction surveys, part of the team chosen to implement strategies for areas requiring attention and improvements.

**Full and Final Settlement:**

- Involve in exit process (Full & final settlements).
- Processing full and final settlement, issuing the relieving, experience letter and all the standard letters as well.

**Bench Management:**

- Managing the Bench resources. It involved coordination with various units and extensive follow-up with Managers for their allocation into projects.
- Maintain time records of all bench employees.
- Provide updated bench resumes to the concern recruiters to close the suitable position.

**SOW & Invoice Creation in Client portal:**

- Verifying and authenticating the SOW's in client portal considering the rates agreed by our business team and client.
- Obtaining the invoice details from invoicing team and posting them on client portal in time for smooth receipt of our payments.

**MIS:**

- Preparing the necessary trackers required for the payroll processing, SOW & PO, leaves and salary revisions.
- Providing the data to the business team and management heads as on required for review.

**Back ground check:**

- Involve initial level to BG check verification reports.

**Achievements:**

- "Good Job" award for Quarter 2 2014
- "Pat on the Back" for Quarter 3 2014
- "Pat on the Back" for Quarter 1 2015

- “**Above and Beyond**” for Quarter 2 2015
- “**Certificate of Appreciation**” from the BGV vendor First Advantage Private Limited.
- Won “**Gold & Silver**” medals for Smart Olympics which held at our office.
- Received appreciation for closing the recruitment positions within the stipulated time.

#### **Academic Profile:**

- **B-Tech** from JNTU Ananthapur University.

#### **Personal Skills:**

- Good Communication Skills ,Leadership skills and excellent team player
- Well proved interpersonal and relationship building skills and effective implementation of set objectives
- Quick learner, willingness to learn, hardworking and dedicated
- Persuasion skills , assertiveness , problem solving skills , decision making skills negotiating skills

#### **Personal Details:**

Name : Y. Ajay Kumar  
Father's Name : Y. Anjaneyulu  
Date of Birth : 23/10/1990  
Nationality : Indian  
Languages Known : English, Hindi, and Telugu

#### **References**

(Available upon request)

**(Ajay Kumar Y)**