



## S.KARTHIK

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### EXECUTIVE-LEVEL POSITIONS:

#### **Human Resource Generalist, Talent Management and HR Business Partnering**

- A result-oriented HR professional having **15+ years** of experience in various HR aspects like **Business partnering, Employee Engagement**, Talent Acquisition & **Talent Management, HR Generalist**, Employee Relations.
- Skilled in handling large workforces & Proficient in handling Manpower Planning & Recruitment, Reward & Recognition, Executive Development, and Performance Management.
- Sound knowledge of **local statutory laws** and **internal/external auditing** process.
- Hands-on experience in supporting IIT based IT Product Start-up companies from their early stages (**B**uild **O**perate and **T**ransform expertise)

#### **Tools Exposure:**

- ⇒ HRM – Zoho People, Workday, Peoplesoft, SAP
- ⇒ ATS – Zoho Recruit, Naukri RMS, TAM, Workday Recruiting, Kenexa, Avature (Sourcing), Jobvite
- ⇒ Employee referral tool - simplifier, CRM – Salesforce
- ⇒ Expense Reporting – Concur, Procurement – Oracle R12
- ⇒ Jira Software, MS Office tools, Various Job Boards like Naukri, Monster, IIM Jobs, LI, Social Media hiring...etc

#### **Work Experience with Start-Up Companies**

**Since Mar – 2018 to Till date**

##### **Chargeback Gurus Fintech Pvt Ltd, Chennai**

**Tenure completed – Nov2021**

##### **Working as Senior Manager – Human Resources / Site HR for a headcount of 250+ employees**

- ⇒ Handling site-level HR functions covering TA, Generalist, L&D, Admin, and HRBP operations with a team size of 7 members
- ⇒ Revamped the existing HR policies to the latest global standards.
- ⇒ Formulated SOPs for every HR operation to have sustained operations.
- ⇒ Implemented **PoSH** at the site.
- ⇒ Worked on implementing **ZOHO-ONE** HRM tools throughout the company (India & US)
- ⇒ Streamlined Payroll process and Vendor Management
- ⇒ Handling statutory compliance, Employee Benefits, and Employee Grievance across sites.
- ⇒ Employer Branding: Built Employee centric culture for the organization.
- ⇒ Conducting Performance Management process implementation of KPIs and Performance Management process across business verticals.
- ⇒ Working with all Business Unit's Head to strategize workforce management.
- ⇒ Implemented the Learning & Development platform for the company.

##### **Associated with AntWorks, Chennai**

**Tenure completed – Nov-2020**

##### **Working as Senior Manager – Human Resources / Sr.HR Business Partner**

- ⇒ Handling HR Generalist for India operations across multiple sites.

- ⇒ Handling Global Mobility of talents (International transfers – Inbound and Outbound)
- ⇒ **PoSH** champion for Pan India sites
- ⇒ Global policies and implementations.
- ⇒ Handling Payroll process and Vendor Management
- ⇒ Handling statutory compliance, Employee Benefits, and Employee Grievance across sites.
- ⇒ Building the Employee centric culture for the organization.
- ⇒ Setting up SOPs for HR processes.
- ⇒ Coordinating on Onboarding and Offboarding process.
- ⇒ Conducting Performance Management process implementation of KPIs and Performance Management process across business verticals.
- ⇒ Supporting TA activities, succession planning, and workforce management.

#### **IIT Madras Research Park - Incubated Companies, Chennai**

##### **Worked as Senior HR Consultant – Consultant roles (Mar 2018-Jun-2019)**

- ⇒ Supporting IT Product Start-up companies to set their Organization structure from the initial stages to scalable model (Build, Operate and Transfer Model)
- ⇒ Responsible for Setting up the entire HR process, both functional and Operations
- ⇒ Building **Culture** and Framing **HR Policies**, Customized Benefits – Location Specific, Various vendor management, and other compliance factors including Employee Health and Safety.
- ⇒ Handling TA, Rewards and Recognition, Comp & Ben, HRIS, and Business partnering functions.
- ⇒ Ensuring Smooth & Stable operational process for a Start-up company, focussing towards CMMI standards.

**Associated with Adhyas Software Private Limited**, Chennai (an IIT-M Incubated company as 1000lookz) **Head HR** (Full-time consultant) (May 2018 to Sep 2018)

##### **Job Roles & Responsibilities:**

- ⇒ Heading entire HR functions for this start-up company.
- ⇒ Hands-on experience in building **TA** and **HR** team for the Chennai Site.
- ⇒ Doing & Organizing employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention, compliance, and labour relations.
- ⇒ Leading the TA-Sourcing Team with Pipeline Building exercises to ensure a steady resume flow.
- ⇒ Managing TA vendors and other vendor empanelment for the company.
- ⇒ Being a Technology Start-up, had an opportunity to handle multiple roles, including Team Management, Leading, and Collaborating Ideology which will be profitable for the company.

#### **Work Experience with MNC's**

**Since Oct – 2006 to Feb 2018**

**Associated with Ooyala India Pvt Ltd, Ramanujan IT Park, Taramani, Chennai**  
(a US-Silicon Valley-based Product development- Video Monetization company)

**Oct-2016 to Feb-2018**

##### **Worked as HRBP-Global HR - TA / Senior Engineering Recruiter– Global Talent Management**

##### **Job Roles & Responsibilities:**

- ⇒ First HR person to join the India team and was part of setting up India operations from Scratch.
- ⇒ Hands-on experience in building **HR** team for the India Site.
- ⇒ Played multiple roles as Sr.Recruiter/Sr.HRBP/HR – **People Operations** at initial stages to support expansion.

- ⇒ **HR Business partner** for major business verticals (AdTech, Flex, Tech Support) at Chennai site.
- ⇒ Framed Benefits and local HR policies and streamlined various Admin processes for the India office.
- ⇒ Set up Vendor management – Finance/Auditing/Compliance and Recruitment agency vendor ship
- ⇒ Increased the Chennai site headcount from 10 to 70 across six major business verticals in 6 months, including senior grade critical hires like Directors/Site lead or Head.
- ⇒ Partnered with Critical Business Units (Big Data Team) and stabilized various internal operations to ensure smooth functioning with process control management.
- ⇒ Worked with Compensation and benefits team to define the Comp-ratio for the Chennai site and ensure the company has good branding in the local talent market, **Employer Branding – Project Inception**.
- ⇒ Conducted **Open houses, Tech Talk events (AI, ML, DL)**, and other branding activities for the company
- ⇒ Good experience in creating an **Incubation Project** as a part of the University Relations program in the Analytics and AI domain.

Associated with Symantec Corporation (Known for Norton Anti-Virus), Chennai

Jul 2008 – Oct 2016

Worked as HR Staff Employment Coordinator/ Sr. Staffing Specialist – Global Talent Acquisition Team and also as Employment Coordinator / Sr. HR Specialist-Global HR Office

#### Job Roles & Responsibilities:

##### HR Staff Employment Coordinator:

Onboarding, Induction, Employee File Management, BGV, Employee Engagements, and Employee Relations

- ⇒ Processing Hiring through Kenexa and update the HRM portal - Workday
- ⇒ Completing Pre-On boarding formalities and coordinating with the Hiring Managers and New Hires and other Stakeholders
- ⇒ Handling day one joining process - Documentation, and Induction
- ⇒ Implemented **WOW experience** on **day 1** for the New hire HR project.
- ⇒ Handled Background verification for New hires and Ex-Employee verification.
- ⇒ Maintaining Employee Personal Files and preparing MIS reports.
- ⇒ Managing Employee Relations employee grievance at site
- ⇒ Acted as **Subject Matter Expert** for HR operations for Chennai & Bangalore sites.
- ⇒ Coordinating Campus Hire activities under **University Relations Program**.
- ⇒ Heading the **Employee Engagement** Activities (**MSMP-My Symantec My Pride**) for Chennai Centre

##### HR-BP: (additional responsibility)

- ⇒ Administering **Process Control Management** in HR process within a specific Business Unit
- ⇒ Framed optimized protocol for usage of team logistics which **saves the team budget** effectively.
- ⇒ Improving Employee Satisfaction (**E-SAT**) score through PCM measures for the Business Unit;

#### Roles handled in the past within Symantec:

##### Recruitment

- ⇒ Instrumental in creating and leading the internal sourcing team to **avoid/reduce external recruitment agency usage** to support US, EMEA, and APJ requirements.
- ⇒ **Sourcing:** Special assignments like Name Generation Projects help the TA team reducing the TAT of fulfilling the Job openings and build a robust Pipeline mechanism.
- ⇒ Awarded Special Recognition Award- Applause Level 3 Awards from US Engineering Recruitment Team for closing a critical requirement at Director Level Grade and many applause awards at different categories.

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## Previous Assignments

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**Comsys Technologies Inc., Amherst, NY Chennai (C/o. Allsec Technologies Ltd.),**  
**Worked as Sr. Officer-HR**

**Dec 2007 – Apr 2008**

### Key Highlights

- ⇒ Shouldered responsibility for handling the end-to-end recruitment process, especially in the US market.
- ⇒ Pivotal in setting up Offshore Support Team for US Office; looked after H1B transfer of candidates.
- ⇒ Accountable for coordinating with Attorneys and looking after employee relation activities at the offshore point.
- ⇒ The environment used: H1B Filing, H1B Transfer, 1099, Corp to Corp, W2, Contract to Hire, Direct Clients, Tier Layers, Vendors, etc.

**CS Software Solutions, Pvt. Ltd. Chennai (CS Solutions Inc., MN, USA):**  
**Worked as Sr. IT Recruiter-US Operations**

**Oct 2006 – Dec 2007**

### Key Highlights

- ⇒ Pivotal in supporting US Staffing Team in the process of end to end recruitment process.
- ⇒ Instrumental in maintaining HRM Tool.
- ⇒ Major environments used: 1099, Corp to Corp, W2 and Contract to Hire, Direct Clients, and Vendors.
- ⇒ Awarded as “**Star Recruiter**” of Q4 2006 from the employer.

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## Scholastics

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- ⇒ **Doctorate (Diploma) in Management Studies** – specializing in Performance Management from Kaizan Global School of Business Management - 2015 – **A+ Grade** – Diploma course through Distance Learning
- ⇒ **MBA / PGDM (HR & Marketing)** from Indian Institute of Planning & Management 2006 –**First Class**- Full Time
- ⇒ **BE (CSE)** from PMR Institute of Technology, University of Madras, Chennai in 2004- **First Class** - Full Time.

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## Professional Enhancement (Certifications / Trainings Attended)

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- ⇒ Currently Pursuing “GPHR” certification through HRCI
- ⇒ “The role of HR as a Business Partner” certified by Skillsoft
- ⇒ Various LinkedIn certifications on HRM
- ⇒ Attended Lean-Six Sigma Workshop, certified by Central Govt. of India.
- ⇒ Certified First Aider and Fire Warden-Floor Marshall.

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## Personal Dossier

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- ⇒ Date of Birth : 8<sup>th</sup> April 1983
- ⇒ Address : New No. 2, Old No. 7A, First Street, Tansi Nagar, Velachery, Chennai-600042.
- ⇒ Passport No. : L2295220 (Valid Up to 2023).
- ⇒ Languages : English & Tamil.

References available upon request.