

## CURRICULUM VITAE

### K.R. ARUN KUMAR

#### Permanent Address:

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#### Present Address:

Plot 6, VPG Avenue,  
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Okkiyum Thoraipakkam,  
Chennai – 600 097.

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### OBJECTIVE

Seeking a challenging position with opportunities for career advancement and to gain further skills to work for achieving the goal of the organization, aiming at mutual growth.

### SUMMARY OF WORK EXPERIENCE

- Currently working as **Lead – Talent Acquisition** with **Ad2pro Global Creative Solutions Pvt. Ltd** from Aug 2020 – Till Date
- Worked as **Associate Manager HR & Admin** with **MBIT Wireless Pvt. Ltd** from June 2016 – Oct 2019
- Worked as **Regional Head – Recruitment for North Western Region** for **Rujas Management Consultants** from May 2014 – May 2016
- Worked in **Talent Acquisition Team as HR Executive and in Training and Development Team as Training Coordinator** of **Daimler India Commercial Vehicles Pvt. Ltd** from July 2012 – May 2014
- Worked as **Recruitment Consultant in Adecco India** from March 2010 – July 2012
- Worked as **Associate Consultant in Ascenders Resource Consulting Pvt Ltd** from July 2008 – March 2010

### *ROLES & RESPONSIBILITIES at Ad2pro Global Creative Solutions Pvt. Ltd:*

#### TALENT ACQUISITION

- Responsible for end to end recruitment delivery for all the requirements from the Business Heads.
- Interact with the Hiring Managers on a regular basis to understand the specific requirements in their respective departments, to decide on the manpower required
- Acquire talent through internal as well as external sources of recruitment like employee referrals, networking, headhunting, job sites, references, user groups, social networks, etc.
- Profile sourcing, screening, scheduling interviews and manage selected candidates till they come on-board
- Maintain MIS and report out on a weekly basis to the hiring managers
- Handle Internship extension, contract extension, full time employment confirmation for the temporary manpower and complete the formalities for both the locations.
- Responsible for coordinating with selected candidates to process their Background Verification.

### *ROLES & RESPONSIBILITIES at MBit Wireless Pvt. Ltd:*

#### HR OPERATIONS:

- Managed day to day human resource matters and lead long – term HR Strategic planning.
- Managed on-boarding and employee orientations for new hires.
- Create and deliver offer letters ensuring employees receive fair compensation while adhering to budget.
- Develop and implement new HR process and policies.
- Plan quarterly team building activities, recognition events and develop opportunities to create a

positive work cultures.

- Manage and facilitates continuous learning and development for gear head teams
- Suggests methods to improve area operations, efficiency, and service
- Other special projects as assigned by management
- Manage vendor partnerships to coordinate on-going technical and professional training
- Design a training calendar based on the employee development plan (EDP) designed by OD team and ensure timely publishing and adherence to the training calendar
- Design and manage the annual L&D budget by estimating and forecasting entire L&D cost including content providers, external trainers and vendors
- Strive towards building a culture of continuous learning and ensure employee engagement towards L&D initiatives
- Lead and manage programs for coaching and mentoring modules aimed at all levels
- Assisted and supported management and the leadership team with handling and resolving Human Resources issues.
- Created and maintained new hire and personnel files and entered them into Human Resources Information Systems.
- Administered policies and programs relating to all phases of human resources activity including HR planning, recruitment, employee engagement, performance evaluation and appraisals, Exit processes, etc.
- Attendance and Leave Management.
- Supported processing and maintenance of payroll records in accordance with policies and procedures, informed Human Resources management of issues related to employee relations within the division or property as well as responded appropriately to the concerns of other employees.

## **EMPLOYEE RELATIONS**

- Responsible for conducting detailed investigations to complex employee relations issues and recommending solutions that are in alignment with the Company's core values
- Facilitated a 10% decrease in turnover through intensive retention analysis and management training
- Conducted exit interviews and responded to unemployment claims.
- Partnered with Benefits to streamline and consolidate the leave of absence policies for paid and unpaid leaves.
- Supported managers with Reduction in Force actions including guidance with developing and writing business cases and supporting documentation and conducting notification meetings.
- Contributed to the development and implementation of corporate-wide policies, procedures, systems and initiatives
- Recreation programs, annual celebrations and employee retirement benefits.
- Build up Employee relations with new activities like – Introduced and heading the committees like Buddy program, Training Champions, Employee Engagement Committee
- Conductance of Sports meets on National holidays.

## **STATUARY COMPLAINE**

- Responsible for all statutory and legal compliances
- Inspection of legal compliance with Govt. bodies of Inspector of Factories, Labour Dept., EPF, ESI
- Strictly implementation and monitoring the timely payment of EPF & ESI challan remittances for all Contractors as well as Organization.
- Monitoring the contract Labour compliances.

## **RECRUITMENT AND HIRING**

- Assessed recruitment trends; proactively recruited candidates through direct recruitment, internet mining and other creative methods, performed screening, interviewing, applicant assessment and presenting of candidates to Hiring Managers to finalize the recruitment process and assisted in hiring decision.
- Identified new, cost effective resources for recruitment, and tracked and reviewed effectiveness of advertisement sources
- Processed terminations leave of absence requests, promotions, internal transfers and new hires.
- Conducted weekly new hire orientations for full-time EE, company temps, agency temps and interns.

- Assisted in full recruitment such as placing ads on internal/external job boards, arranging interviews, making job offers and organizing start dates. Maintained Ceridian HR system by posting new position, updating changes, and tracking applicant information

## **CAMPUS RECRUITMENT**

- Responsible for coordinating with colleges for campus selection.
- Coordinating with department heads for the specific requirement in their respective departments to decide the manpower required.
- Coordinating with Hiring Managers for the interview process.
- Responsible for coordinating with selected candidates to process their offer and appointment letters.

## **RELATIONSHIP MANAGEMENT**

- Candidate management includes initial interaction to guiding them through the process, providing constructive feedback, negotiations, expectation setting, on-boarding.
- Ensuring a positive engagement in all stages of communication.

## **NEGOTIATION**

- Salary negotiation with the candidates based on the market and the company standards.
- To provide a comparative study of their current and offered compensation.

## **VENDOR MANAGEMENT**

- Regular interaction with the vendor partners on the requirement shared which includes skill description, explaining business requirement, and feedback on the candidate processed by them.
- Ensuring that the vendors adhere to the process designed by the management for referring candidates.
- Providing regular updates to the management on the progress made by each vendor.
- Schedule the screen short listed candidates for a Face-to-face interview and telephonic interviews by the Panelist accordingly.
- Confirm the agencies about the shortlisted candidates and updating them about the progress  
Screen the profiles sent by Partners and talk to the candidates to find out whether they meet our basic criteria.

## **ADMINISTRATION:**

- Created and maintained filing systems.
- Generated Human Resources data reports, answered phone calls, recorded messages.
- Created and typed office correspondence using computer, maintained confidentiality of proprietary information plus, prepared and reviewed written documents accurately and completely.
- Managed all aspects of leave administration, disability programs, training programs, and health benefits for over 400 employees

## ***ROLES & RESPONSIBILITIES at Rujas Management Consultants:***

- Heading a team of five and responsible for end to end recruitments.
- Currently responsible for heading three green filed projects (OEM) coming up in India
- To Study & Analyze the requirements received from clients.
- Sourcing, Screening and Short-listing of suitable candidates as per clients' specification.
- Search resumes from various sources like Internal Database, Job Portal etc.
- Head Hunting, Cold Calling & Reference Generation.
- Follow-up with clients & candidates.
- Handled recruitments across all verticals from entry level(Executive) till senior level (Above AGM – CEO)

## ***ROLES & RESPONSIBILITIES at Daimler India Commercial Vehicles:***

### **TRAINING & DEVELOPMENT**

- Responsible for training coordination & administration.

- Responsible for MIS and various reports.
- Responsible for vendor management and payments.

## **TALENT ACQUISITION**

- Responsible for end to end recruitment delivery for the R&D, Marketing & Sales department
- Interact with the Hiring Managers on a regular basis to understand the specific requirements in their respective departments, to decide on the manpower required
- Acquire talent through internal as well as external sources of recruitment like employee referrals, networking, headhunting, job sites, references, user groups, social networks, etc.
- Profile sourcing, screening, scheduling interviews and manage selected candidates till they come on-board
- Maintain MIS and report out on a weekly basis to the hiring managers
- Handle contract extension, full time employment confirmation for the temporary manpower & transfer formalities across different location.
- Responsible for coordinating with selected candidates to process their Background Verification & pre-employment medical check-up

## **CAMPUS RECRUITMENT**

- Responsible for coordinating with colleges for campus selection.
- Coordinating with Business partners and with department heads for the specific requirement in their respective departments to decide the manpower required.
- Coordinating with BP and Hiring Managers for the interview process.
- Responsible for coordinating with selected candidates to process pre-employment medical checkup and to process their appointment letters.

## **COLLABORATION AND WORKING ACROSS BOUNDRIES**

- Cultural understanding/sensitization.
- Interactions with global leaders/managers.
- Interactions & working relations with employees, business managers, HRBPs, compensation analysts, facilities etc to name a few.

## ***ROLES & RESPONSIBILITIES at Adecco & Ascenders***

### **Business Development / End to End Recruitment**

- To Study & Analyze the requirements received from clients.
- Sourcing, Screening and Short-listing of suitable candidates as per clients' specification.
- Search resumes from various sources like Internal Database, Job Portal etc.
- Head Hunting, Cold Calling & Reference Generation.
- Follow- up with clients & candidates.
- Handled recruitments across all verticals from entry level till senior level.
- Exposure of handling across all industry verticals viz: Automobile & Engineering, FMCG, FMCD, IT, Oil and Gas Telecommunication, Pharmaceuticals, Insurance, Healthcare and Retail.
- Manage client relationship ensuring client needs.
- Responsible for Business Development and getting new clients.
- Conducting telephonic interview for candidates to verify experience, communication, availability date and location.
- Post jobs on job portals.
- Updating current Opening Positions on the jobsites.
- General Administration and Documentation.
- Database Management.
- Formatting resumes to be submitted to the clients.
- Keep candidates posted with the feedback from clients.
- Negotiation with candidates for Offer.

### ***EDUCATIONAL QUALIFICATION***

- Completed Masters in Social Work (Human Resources) at **D.G. Vaishnav College, 2008** (Affiliated to the University of Madras)
- B.Sc (Microbiology) from **Yadava College of Art & Science, 2006** - Madurai (Affiliated to Madurai Kamaraj University)

### ***PERSONAL DETAILS***

- Father's Name : T.K Ramar
- Mother's Name : R. Shanmuga Sundari
- Date of Birth : 06 Nov 1985
- Mother Tongue : Tamil
- Marital Status : Married
- Languages known : English, Tamil, Hindi (Can Understand)
- Hobbies : Music & Cricket

### ***DECLARATION***

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date:

Place: Chennai

(ARUN KUMAR K.R)