



RAMKUMAR.V

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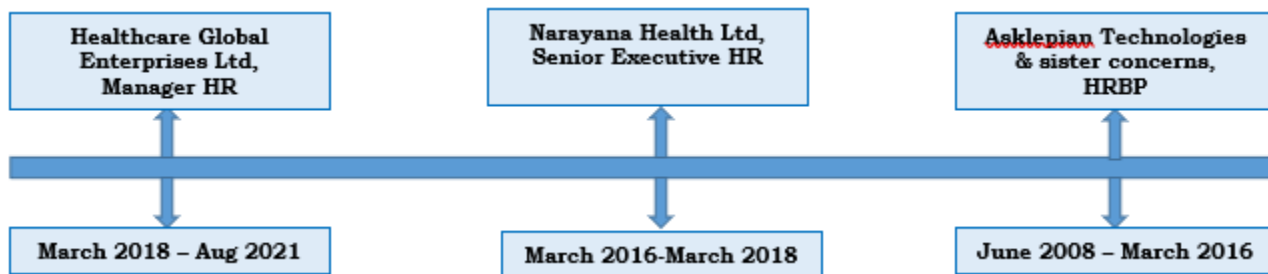
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PROFESSIONAL SYNOPSIS

- A result oriented dynamic HR professional with **more than 10+ years of experience in managing the entire gamut of HR functions with focus on Recruitment, Talent Management, Training & Development, HR Operations, Performance Management System, Compensation & Benefits, Policies & Procedures, Time Office Administration, Culture & Attitude development, Career Development, Succession Planning, Statutory compliances, Grievance handling** with a sound domain knowledge of HR Industry.
- Energetic, self-motivated, team builder with ability to interact with all levels of management and drive business to meet organization goals.
- Ability to take timely decisions, perform & deliver in high-pressure environments and stressful situations.
- Experienced in diverse culture by working in Healthcare, Information Technology, Staffing & consulting and KPO industries.

CAREER PATH



PROFESSIONAL EXPERIENCE



HEALTHCARE GLOBAL ENTERPRISES Ltd, Corporate office

(NABH accredited)

Manager – HR

<https://www.hcgoncology.com/>
(March 2018 – August 2021)

Healthcare Global Enterprises Ltd (HCG Hospitals) is India's largest provider of cancer care is at the forefront of the battle against cancer. has 26 comprehensive cancer centers in India and abroad. More than 6,000 employees are working with HCG.

Strands Life Sciences Pvt Ltd, Milann, HCG Foundation & HCG Pharma are sister concerns of HCG.

Strand Life Sciences Private Limited (<https://strandls.com/>) has 20 high quality Clinical Diagnostics centers spread across India. Milann (<https://www.milann.co.in/>) has more than 10 Fertility Centers in India.

Role and responsibilities:

- Hire & Develop Talent for evolution of the organization's structure and leadership to deliver the growth and profitability.
- Talent acquisition, Recruitment of non clinical and clinical staffs (Pan India & abroad).
- Handling all leadership / Top management hires of the Organization.
- Support Manpower Planning and cost analysis.
- Stakeholder management, Work closely with Business Head to understand business requirements and provide HR support.
- Screening candidates through Need Analysis, behavioral assessments, coordinate psychometric test & check cultural fitment of candidates.
- Ensure timely closure of positions and maintain recruitment tracker.
- Support Onboarding, Learning and Development (L&D), Employee satisfaction survey, Employee grievances, Audits, ensure minimum wages are paid.
- Regular industry mapping to maintain pipe line of candidates in data base and ensuring employees are paid as per industry standards.
- Performance appraisal, Goal setting- KRA's and KPI's.
- Software's which are used are SAP and Success factor.



NARAYANA HEALTH Ltd, Bengaluru

(JCI and NABH accredited)
Senior Executive - HR

<http://www.narayanahealth.org/>
(March 2016-March 2018)

Narayana Health, headquartered in Bengaluru with 1,600 beds, is one of India's largest and world's most economical healthcare service provider. The NH Group of Hospitals has a network of 37 multi-specialty and super specialty hospitals spread across 20 cities in India and at Cayman Islands, North America. More than 16,000 employees are working with Narayana Health and 5,300 operational beds.

Role and responsibilities:

- Handled end to end Recruitment Life Cycle of Clinicians / Doctors, Administration staff, Paramedical Staffs and Nurses.
- Fulfill Manpower requirements of NH Health City hospitals, 6 Clinics, Hrudayalaya Pharmacy outlets and NH colleges consisting of more than 6,000 employees
- Worked closely with Business heads and Head of the departments to understand the business needs.
- Involved in Manpower Planning, Succession Planning and Budgeting.
- Headed campus interviews and drives.
- Salary structuring for employees and implementation of minimum wages for workers.
- Employees performance appraisal process.
- Support JCI, NABH and NABL Audits.
- HR operations activities such as On boarding new joiners, Documentation, Pre Employment medical checkup, bank account opening, providing Health insurance, Group Medical Claim Insurance, issuing ID Cards, Laptops & accessories, Access to Software's (HINAI software), Antecedent, Credentialing, Reference check and Background verification.
- Maintaining Employees personal files as per the statutory and audit requirements
- Adding employee details in SAP software.
- Preparing reports (SAP)
- Software's which are used are SAP and Hinai.

Worked with the same Group companies (Sister Concern) for a period of 7.10 Years.
(June 2008- March 2016)

Healthcare product based IT (Start up) Company with Head office in Florida, USA. Asklepian provides EHR (electronic health record platform) solution at affordable price to help practices to increase productivity and reduce costs. (www.asklepian.com).

Role and responsibilities:

- Worked closely with the management to provide the core HR services and served as SPOC for HR activities.
- Handled complete Recruitment Life Cycle - Sourcing, Screening, Evaluating, Salary Negotiations and Reference Checks
- Supported management in setting up new branch offices in Bengaluru.
- Implementation and timely review of policies in organization.
- Organizing induction cum orientation program covering explanation of terms & condition of employment and HR policies, etc.
- Managing Appraisal process linked to Reward Management and Career Growth.
- Provide compensation support including salary planning, approval of salary actions and promotions.
- Salary calculation as per latest minimum wages.
- Payroll processing and ensured timely disbursement of salary.
- Headed campus interviews and drives.
- Generate and submit reports, provide updates to Directors.
- Working with top management to ensure that development strategies and learning activities are in place for all employees to upgrade skill/talent.
- Ensuring Statutory Compliances are in place.
- Planning and organizing fun activities, Birthday Celebration, Monthly outdoor lunch etc.
- Handling Employee grievances.
- Assisting management on US visa processing.



Hirange Technologies Pvt Ltd, Cochin
Business Development Manager-HR
(Sister concern of Asklepian Technologies Pvt Ltd)

A service based company providing staffing, consulting and software development for customers majorly for USA and India. Having Clients in IT, Engineering, Financial, Healthcare, Pharmaceutical, Telecommunications, Supply Chain and Retail industries, They Provide top notch IT professionals for contract, contract to hire and direct placement.

Role and responsibilities:

- Responsible for recruitment of IT professionals in USA and offshore operations.
- Established strong relations with companies and brought in new accounts.
- Worked closely with the Clients, understanding their requirements and ensured delivery on time.
- Worked with US Citizens, Green Card, H1B, H4 and EAD Visa holders for different employment status like W2, C2C, C2H and 1099 ensuring timely closure of the Job requirements.
- Maintaining employment agreements, payroll information and all appropriate records on contract employees and subcontractors, assist in collection of time sheets.
- Worked on service-level agreements, Purchase Orders, Non-Disclosure agreements and Employees Invoices.
- Manage and maintain good relationship with Clients, Consultants and Vendors at all times to have smooth business flow.

- Coordinate for H1 Transfer, filling H1B Visa process starting from applying LCAs, preparing Petition and facilitate them for visa stamping.
- Spear headed business drives.
- Verification of documents.



Hexacode Informatics Pvt Ltd, Cochin/Bangalore

QA Lead

(Sister concern of Asklepian Technologies Pvt Ltd)

Knowledge Process Outsourcing (KPO) Company specialized in US Healthcare Insurance Claim Processing, Accounts Receivable Management and Medical Billing.

Role and Responsibilities:

- Ensure the Quality of work as per client's requirement.
- Led a team of 3 Quality Analysts at cochin Office for 6 months.
- Successfully managed a team of 5 members including 4 Callers and 1 Quality analyst at the new office in Bengaluru for 6 months.
- Understand new business updates from the client's and ensuring implementation.
- Identifying the training needs.
- Delivering training to employees.
- Participating in Client Meeting and providing inputs.
- Providing work status to the management.
- Evaluating performance of Employees.
- Employee engagement activities and Exit interviews.
- Shift time management and work allocation.

EDUCATION

B.TECH, Electronics and communication (Pondicherry University)

MBA, Human resource management (Annamalai University)

Post Graduation Diploma in Training and Development (pursuing from ISTD-18 months' Course)

AWARDS AND RECOGNITION

In honor of performance and dedication at Narayana Health Received:

- Icare Award in 2017
- Extra Miller certificate in 2017

PERSONAL DETAILS

Date of birth	22-09-1986
Gender	Male
Nationality	Indian
Marital status	Married
Present Address	Periyar Nagar, Adambakkam, Chennai-88
Permanent Address	Gorimedu, Puducherry, 605006
Languages	English, Tamil, Malayalam, Hindi
Passport Valid till	04 th February 2023