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C. VIJAY KUMAR

Highly Motivated, Self-Confident, Result Oriented, Aiming to achieve personal goals, utilizing diversified background to grow with the organization

PROFILE SNAPSHOT

- ♦ Currently working in Springbord Systems Private Limited as a Human Resource – Senior Executive from Oct 2014 to till date.
- ♦ Around 4.0 years of working experience in various aspects of Human Resource activity
- ♦ Strong exposure in **Payroll, Statutory Maintenance, Recruitment, F & F Process and PF process**
- ♦ Very good in **Employee grievance resolution** process & compliance handling process.
- ♦ Having experience in **employee exit formalities** and bank account creation for new employees
- ♦ Actively involved in the **Employee Engagement** activity and **R&R** Celebration
- ♦ Determined and talented in problem solving via **Root Cause Analysis**.
- ♦ Exceptional Analytical Skill and Sharp Arithmetic & Logical Skills

EDUCATIONAL QUALIFICATION

- ♦ **MBA.** Human Resource, Vellammal College, Anna University (2012 to 2014)
- ♦ **B.E** Electronics & Communication Engineering, SBCEC, Chennai (2008 to 2012)
- ♦ Class XII, Lions Matriculation Higher Secondary School (2006 to 2008)

PROFESSIONAL EXPERIENCE

Oct 2014 to till date – Senior Human Resource Executive in Springbord Systems Pvt Ltd, Chennai

♦ **Training & Development**

- Conducting 2 Hours session for new employees regarding the Corporate HR Policies.
- Collecting Feedback of Training for analysis.
- Coordinating Vision Session.
- Rolling out the Training Drive of 6 Effective Soft Skills like: Motivational Skill, Personality Development Skill, Communication Skill, Decision Making Skill, Goal Setting Skill, and Problem Solving Skill.

♦ **Employee Relation Management [ER]/Grievances /Retention**

- By having one to one feedback session with the employee & addressing the problem to the concerned heads, to get an effective & early solution.
- Responsible for Employee end to end query at a daily basis.
- Initiated help desk to solve employee issues and grievances.
- Conducting periodical meetings with employees to record ideas and suggestions and communicating the progress of idea/suggestion implementation.
- Rolling out of Retention strategies like Communication – Getting our people to Care, Early Attrition Warning System, HR one to one, clear expectation, Proper Reward System, See and Treat everybody in equal lenses and give respect to all, always encourage and motivate to achieve more, Never criticize in public-redirect in private and sharing information.

♦ **Policy Formulation & Implementation**

- Implementation of effective retention policies for employees for reducing of attrition rate.
- Implementing relevant HR Strategies and Policies with action plan both Short term and Long term after approval from all departmental heads and from COO and MD in the organization.
- Started the Employee/Buddy Referral Policy and Attendance Reward Policy for punctual employees.

♦ **Compensation & Benefits**

- Implementing various remuneration policies, including pay packages of newly hired employees.
- Designing and revising salary structures as per organizational requirements, Laws and prevailing industry trends.
- Implementing of the Employee Benefits like Group Accident Policy Insurance Scheme, Recreation, Cafeteria, and Performance based Incentives and Employee Referral Scheme.

♦ **Performance Appraisal Management System**

- Helping in initialization of the Performance Management System [PMS] through HRIS software for the Key Responsibility Area [KRA], Key Skill Area [KSA] and Key Performance Indicator [KPI] at half yearly and annual for probationers and permanent employees (Using Web based application called “empxtrack”).
- Coordinate and handles PMS process with different Performance Appraisal Tools and Techniques.
- Communication & Roll out of the appraisal report & issuing Increment Letters to promoted employees.

♦ **Payroll Process**

- All the discrepancies has been checked and cleared in the monthly discrepancy sheet,
- Coordinated with operations and other support team to get confirmation regarding night shift allowance and other allowances,
- Prepared the Incentive sheet and circulate it to the management
- Prepared payroll input report , final attendance sheet for processing salary,
- Processing final settlement for the employees who resigned as part of F&F process

♦ **Competency Mapping**

- Created Role document for all levels of management.
- Accountable for Competency Mapping as it helps for giving a clear picture for efficient employees through channels like Performance Management, Training and Development, Recruitment and Selection, Replacement Planning, Recognition, Succession Planning and Career Planning as it takes a key set up HR Framework.

♦ **Employee Engagement [EE]**

- Organizing cultural events & activities for employees like Regular Get together, Celebrate Successes and milestone reached.
- Responsible for Innovative Employee Engagement activities to make employee motivated and happy by implementing Best Employee Award that helps them to have friendly with Employee Branding.
- Employee Birth Day Celebration. [Cake Cutting with the presence of all employees, Card & Gift, Verbal Wishes from Managers & TL, Message Flow/ Announcement in Office Entrance, Notice Board, Canteen, Intranet.]
- Coordinating and Arranging Quarterly Team Lunch Event and scheduling Indoor & Outdoor Games, Organizing Annual Corporate Day Outing to different Resorts with all employee family members.

♦ **HR Analyst**

- Meet with management to discuss and highlight issues, and also make recommendations to address issues and priorities.
- Provide reporting as requested by management such as remuneration, leave, absenteeism, workforce planning, leadership and management development.

♦ **HR Shared Service**

- Analyze, perform, accurate and timely input of job and personal data into the HR database.
- Drive and support organizational growth, hiring and expansion.
- Manage the business in consideration of resource allocation to accommodate business needs and responsibilities during temporary absences or during periods of heavy work load.
- Managing a team within a Shared Service environment - Eg : Recruitment, Performance Management, Benefits, Leaves, Queries, HR Operation, Absence.

♦ **HRIS, E-Portal & MIS Reports**

- Key administrator of HRIS, e portal for Medical Claims and Leave Management.
- Preparation of Monthly report through MIS related to the Recruitment, Salary, Termination, Head count, Attrition, New Joiner & left employees, Leave Management and Performance Management System.
- Maintaining entire employee database and Leave Balance through ESS [Employee Self Service].
- Responsible for generating log in and log out report through Biometric software.

♦ **Recruitment**

- Strategize and initiate recruitment process.
- Assist in job description validation for the various positions and co-ordinate with the respective business heads.
- Coordinating with the consultants, candidates and internal technical panel and organize interviews.
- Highly skilled at sourcing using Networking, Headhunting and direct Market search strategies.
- Coordinate and schedule interviews at all phases of recruitment process for candidates.
- Physical roll out and shipment of offer letters and other documents as required.
- Constant follow up with the candidates till they are on board and also make sure that the rejected/non shortlisted candidates are informed about the status.
- Conducted Campus interview for Bulk requirements.
- Induction & On-Boarding
- End to End responsibility of on-boarding formalities for the selected candidates.
- Handling of New Joiner's Verification drive to their different corporate HR Heads.
- Generating Appointment Letters for all new joiners.
- Managing all related documentation and verification drive.
- Generating the Employee ID and issuing Employee ID Card.
- Responsible for Employee Salary/ Bank Account and Business Card.
- Ensure proper arrangement of new joiner's workstation.
- Assigning the new joiners to their respective departments.
- Responsible for the floating of Welcome Mails to the new joiner and to all employees.
- Creation of Complete Employee Profile and carrying out the Employee Induction / Orientation Programs.

TRAINING ATTENDED

- ♦ ISMS – Information Security Management Systems
- ♦ Right First Time – Organization based initiative
- ♦ Change Management Process
- ♦ Robotics

PERSONAL ACHIEVEMENTS

- ♦ Athletic State Level Winner
- ♦ Carom Tournament Winner
- ♦ Cricket Anna University Winner

PERSONAL INFORMATION

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| ♦ Date of Birth | 02 Dec 1990 |
| ♦ Marital Status | Married |
| ♦ Nationality | Indian |
| ♦ Languages Known | English & Tamil |