

Gowtham P

HR Professional



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Strategic and certified HR Business Partner and Generalist with 3.3 years of proven experience in Payroll, Talent Management, Compliance, and HR Operations. Recognized as a Certified D&I Specialist, POSH Trainer, and Payroll Practitioner, bringing a blend of empathy, analytics, and process excellence to HR operations. Adept at driving inclusive culture, simplifying complex policies, and aligning human capital strategies with business growth. Passionate about empowering people and building workplaces where performance thrives.

WORK EXPERIENCE

Business HR

July 2024 - June 2025

PVR INOX Ltd

HR Business Partner and Generalist Role (50% HRBP, 50% Generalist)

Talent Acquisition:
Led end-to-end talent acquisition, managing recruitment processes through various sources to effectively screen profiles and close critical positions. Developed new hiring strategies attracting top talent.

Company Culture Development:
Formulated policies to shape company culture, abolishing groupism and politics within the business unit. Conducted regular 1-on-1 sessions, employee engagement meetings, and events fostering open communication.

Employee Relations & Grievance Handling:
Built strong employee relations by addressing employee concerns and resolving internal conflicts. Acted as strategic partner to operations manager and employee mediator.

POSH Compliance & Training:
Developed and promoted a strong POSH culture, educated employees on policies, and handled complaints ensuring workplace safety and compliance.

HR Operations & Payroll:
Managed onboarding, employee data management, payroll processing, FNF processes, contract labor, alumni management, HR audits, and compliance monitoring.

Performance Management:
Defined and aligned KRA and KPIs, led 360-degree feedback processes, managed PIP for underperforming employees, and focused on talent retention.

Employee Engagement & Retention:
Organized town halls and recognition events, conducted exit and stay interviews, used ENPS surveys to measure satisfaction, and implemented retention strategies.

Managerial Training & Development:
Trained managers to align teams with organizational goals and to ensure high performance.

HR Executive

February 2023 - July 2024

Kaizen Infoserve Pvt Ltd

HR Business Partner and Generalist Role (50% HRBP, 50% Generalist)

HRBP Responsibilities:

Acted as strategic HR partner by aligning HR initiatives with business goals, addressing employee grievances, driving performance management, conducting engagement sessions, and analyzing HR metrics.

Talent Acquisition:

Handled end-to-end recruitment including sourcing, screening, interviewing, onboarding, and maintaining candidate pipelines.

Payroll Support & Compliance:

Validated payroll inputs, coordinated with finance for timely payroll processing, resolved payroll queries, and ensured statutory compliance with PF, ESI, PT.

HR Operations & Administration:

Maintained employee data in Zoho People HRIS, generated HR documents, supported audit and compliance activities, updated policies, and managed exit formalities.

Generalist Activities:

Induction program, joining formalities, leave administration, attendance management, exit interviews, contract labour and CLRA license handling.

Operations Associate

November 2021 - September 2022

Byju's

Managed and maintained accurate employee records in SAP SuccessFactors HRIS. Handled end-to-end onboarding and offboarding processes including document collection, verification, and induction support. Generated and issued HR letters such as offer letters, experience letters, confirmation letters, and relieving letters. Coordinated with background verification agencies and ensured timely completion of checks. Supported monthly payroll processing by providing accurate employee inputs and validating HRIS data. Tracked and managed employee data changes like promotions, transfers, and exits on SAP. Ensured proper documentation and compliance with internal policies and labor laws. Addressed employee queries related to HR operations, policies, and SAP SuccessFactors. Assisted in HR audits by preparing relevant documentation and reports. Collaborated with cross-functional teams to ensure seamless employee experience. Supported process improvement and automation initiatives using SAP SuccessFactors. Maintained confidentiality and integrity of employee data.

PROJECTS

The Art of Recruitment and Selection

Designed and implemented a new recruitment strategy that reduced average time-to-hire by 15 days.

Tech: Naukri, zoho recruit, github

SKILLS

Talent Acquisition

Employee Relations

HR Operations

POSH

Diversity and Inclusion

Payroll Processing

Statutory Compliance

Attrition and Retention Management

HR Metrics

Strategic HR Planning

L&D

Zoho (People, Recruit, Payroll, Cliq, Mail, Analytics, Projects)

Employwise

Spine HR

GREYT HR

Advanced Excel

Google Sheets

Labour Laws

Handling CLRA License

HR Audit Submission

Contract Labour Management

Induction Program

Grievance Handling

Onboarding

HR Generalist

Joining Formalities

Leave Administration

Exit Interviews

Attendance Management

SOFTWARE & TOOLS

Zoho People

Expert

Google Sheets

Intermediate

Spine HR

Expert

Zoho Projects

Expert

GREYT HR

Intermediate

EDUCATION

Master of Human Resources Management

Krishna University

Graduated with 8.06 GPA.

June 2018 - November 2020

CERTIFICATIONS

Certified POSH Trainer

Udemy

Issued April 2025

Certified HRBP

Udemy

Issued April 2025

COURSES

Excel Expert 2023

Cursa

March 2025

LANGUAGES

English Expert

Hindi Fluent

Telugu Fluent

Kannada Fluent

Tamil Fluent

French Intermediate

AWARDS & HONORS

Employee Engagement Champion

PVR INOX Ltd

Recognized for designing and implementing employee engagement strategies that significantly improved workplace morale.

INTERESTS

Reading books

Cooking

Bodybuilding

Dancing