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## VETTRIVEL KARUNANIDHI

### High Impact Human Resource Management Professional

Dedicated professional with skills in driving strategic HR initiatives to realize bottom-line results, streamlining operations and heightening employee productivity by mastering HR situations and Employee Emotional Intelligence

#### Key Impact Areas

Human Resource Management

Training & Development

Employee Engagement

Performance Management

Business & People Strategy

Talent Acquisition

Succession Planning & Talent Mapping

Behavioural Assessments

Change Management

Team Building & Leadership

#### Key Skills

Collaborator

Communicator

Innovator

Fast Learner

Critical Thinker

#### Executive Profile

- ✚ A result-oriented professional with over 10 years' experience in the entire gamut of Human Resources with a key focus on profitability & optimal utilization of resources
- ✚ Worked in E-commerce, IT, Textiles and Manufacturing industries
- ✚ Proficient in spearheading manpower planning & talent acquisition across diverse skills and levels
- ✚ Expertise in leading organizational development, talent management, career planning and succession planning for improving the competence of the workforce
- ✚ Strategy architect credited with the implementation of innovative HR initiatives to streamline processes and capitalize on organizational growth opportunities
- ✚ Excellence in designing & applying a comprehensive performance management, competency and compensation framework to support the business and achieve ambitious growth plans
- ✚ Proficient in establishing healthy organizational structure, building employee value, driving vision and achieving critical strategic goals
- ✚ Received various awards & appreciations such as Best Manager, Critical Contributor, and Growth Driver

#### Highlights

- ✚ Implemented an appreciative & participative Performance Management System (PMS) which boosted the organization's bottom-line and motivated performers to achieve more; evaluated and recommended improvements to existing PMS, implemented
- ✚ Developed a comprehensive, integrated talent sourcing strategy approach
- ✚ Introduced various Employee Engagement (EE) activities both in-house & outdoor; conducted games, case studies, organized events & celebrations and energized employees
- ✚ Anchor Employee Retention initiatives
- ✚ Managed end-to-end Recruitment Life Cycle and ensured adherence to the process with involvement in vendor management, rate negotiation & finalization and monitoring of vendor performance. Monitored and constantly reduced the costs of recruitment
- ✚ Developed & implemented new systems, procedures and policies; induction programs & manuals; initiated various welfare and employee engagement activities; played a pivotal role in been instrumental in bringing discipline and driving professionalism
- ✚ Led Group-wide employee Training & Development (T&D) division by monitoring competency grids and identifying training needs for skill/competency up-gradation
- ✚ Gathered knowledge about organizational culture and industry position and transforming particular requirements into a job description.
- ✚ Developed diverse sourcing strategies, used proactive methods in Leadership Hiring along with creating Employer Branding
- ✚ Performed evaluation and selected qualified candidates, conducted reference checks, handled salary negotiations and managed external stakeholder relationships
- ✚ Appreciated for sourcing the best talents and high performing C suite leaders for the organization

## Professional Experience

### **Since Jun'19 with Tzar Industries Pvt Ltd (Durafit) – HR Manager**

#### **Key Results Areas**

- ✚ Strategic HR planning by way of aligning/linking of human resources with strategic goals and objectives of the organization and improve business performance and develop organizational culture that foster innovation, flexibility and competitive advantage
- ✚ Formulating HR policies and procedures in line with business needs. Identify all areas of business and formulate human resource policy and layout procedures to manage the employees effectively. All monetary and non-monetary policies to be reviewed periodically by changing business needs
- ✚ Finalizing Manpower planning and budgeting for various departments in consultation with the top management
- ✚ Planning recruitment strategies based on the approved manpower plan and budget. Advice and guide the recruitment team in deciding on sources of recruitment (Internal Job postings, Job sites, Career page)
- ✚ Competency mapping and skill development: Identifying the competencies required for a job/business process and enabling the employee to acquire them by way of Training and Development
- ✚ Design training calendar based on the TNA (Training need analysis) and plan for training programmes to improve the employee's performance and productivity
- ✚ Developing and managing employee relations and welfare schemes for the employees
- ✚ Building a diverse team of professionals to deliver on key outcomes
- ✚ Conducting Reward & Recognition Program on the performance reviews and top grading, skill assessment & evaluation, training and other skill enhancement methods to enhance productivity
- ✚ Analyzing the HR & administration processes, streamlining systems, focusing on improving processes to promote reliability, increase simplicity and enable scalable growth. Proficiently automated and launched the Zoho Applications (Recruit, People, Payroll, Desk, Projects, and Analytics)
- ✚ Driving a system of defining and measuring the right organizational behaviour & integration to all people process
- ✚ Generating reports on HR metrics like headcount & organization chart for supporting management in decision-making

### **Jun'18 to May'19 with Inuson International Inc – HR Manager**

#### **Key Results Areas**

- ✚ Formulate HR Policies and Procedures in consultation with the Top Management. Ensure all HR and Administration procedures are covered and governed as per policy guidelines
- ✚ Responsible for creating and maintaining the pay structures across various levels and grades to have a competitive edge in the market
- ✚ Devise employee engagement programmes as part of staff welfare measures and ensure effective talent retention
- ✚ Advice, guide and monitor the recruitment team in completing all the manpower requirements within stipulated timelines
- ✚ Designed and implemented HRMS (Human Resources Management System) in the company with the objective of automation
- ✚ Formulating and implementing a Performance management system. Conducting performance appraisal for all key management levels, mentoring and coaching
- ✚ Planning manpower requirements & budgets, preparing JDs, allocating resources and planning for headcount control
- ✚ Regular 1 to 1 connects/skip-level meetings with the employees across levels to gauge employee pulse, address grievances and educate on company processes and policies. Provide guidance and counsel business line leaders and employees on issues

### **Oct'16 to May'18 with DCC Print Vision LLP – Asst HR Manager**

#### **Key Results Areas**

- ✚ Talent Acquisition – Manage end to end recruitment life cycle as per business requirements
- ✚ Collaborated with management to execute improved methods of communicating company policies, regulations, and processes.

- ✚ Handling employee issues/grievances (Policy consultation – Allegation) across locations and work closely with the respective employee in advising and recommending appropriate actions to resolve them
- ✚ Responsible for monitoring and approving various requests received in the department like Employees Leave requests, Service certificates, Experience letters, Salary certificates for banks, Travel requests, Accommodation requests, Transportation requests, Loans and Salary advance requests etc., by company policy and guidelines

Other Professional Experience		
Dixcy Textiles Pvt Ltd	HR Officer	Dec'13 to Sep'16
Cethar Limited	HR Executive	Jun'10 to Nov'13

### Education:

2013 - MBA in Human Resources Management from Alagappa University (DDE)

2010 – BBA in Business Administration from St. Joseph's College, Bharathidasan University

### Personal Details:

**Date of Birth:** 26<sup>th</sup> May 1990

**Language Known:** Tamil & English

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