



Kulkesh Kumar

Human Resources and Management Professional

An effective HR professional, communicator and relationship builder with overall 13 years of diversified experience in industries like IT, FMCD, NBFC, Healthcare, Education and Publishing.

I believe in experimenting and learning new things to expand my horizon in the journey of professional and personal life.

CONTACT ME

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EDUCATION PROWESS

**Executive Post Graduate Program,
Human Resources**
Indian Institute of Management, Kozhikode,
2014

**Post Graduate Diploma, Finance
Management**
Symbiosis Centre of Distance Learning,
Pune, 2011

**Post Graduate Diploma, International
Marketing**
Delhi University, Delhi, 2008

Bachelors (B.A), Mathematics
Delhi University, Delhi, 2005

10+2, Science
Bihar State Board, Patna, 2001

SKILLS & COMPETENCIES

HRBP, Talent Management, HRMS,
Organizational Development, Learning &
Development, Performance Management,
Policies & Processes, Employee
Engagement, Employee Relations,
Competency Framework, NLP,
Talent Acquisition, HR Operations
Rewards & Recognition, HR Analytics,
Team Management, Compensation &
Benefits

PROFESSIONAL EXPERIENCE

Senior Manager-Human Capital

Antara Assisted Care Services Ltd. • Gurugram, Haryana • March 2021 - Present

Profile Snapshot: Heading the HR function for AACSL- A Max Group Company.

Key Accomplishments / Responsibilities:

- Driving CoE-HR Projects to meet vision and mission of the organization.
- Infusing talent as per the manpower budget.
- Work closely with management and employees to improve work, relationship, build morale, and increase productivity and retention.
- Consulting with line management and providing daily HR guidance.
- Effectively managing team to handle employee life cycle, Onboarding, PMS, Employee Engagement, Talent Management, Benefits, Payroll, etc.
- Developed performance drive culture and incentive scheme.
- Improving entire HR operations process to meet the defined SLA.
- Designing and suggesting new policies / processes / HR strategy.
- Managing all the statutory and non-statutory compliances.
- Improving overall engagement framework to make a better work culture.
- Managing internal communication projects.
- Analyzing trends and metrics with HR department.

Manager-Human Resources

Indiannica Learning Pvt. Ltd. (formerly known as Encyclopedia Britannica) • New Delhi, Delhi • May 2018 – August 2020

Profile Snapshot: Primarily responsible to lead the Talent Management function and assist Head-HR as a CoE for the special HR projects of the organization.

Key Accomplishments / Responsibilities:

- Developed centralized goal setting process and performance management framework based on Balance Score Card (BSC).
- Benchmarked existing policies and created or redrafted to ensure policies and processes are aligned towards attainment of business objectives and competitive with competitors.
- Driving Employee Engagement Survey and the required change to improve overall climate of the organization.
- Minimizing overall cost of L&D by doing proper TNI of the organization to effectively drive learning & development and building capacity of organization.
- Assessment with instruments like- MBTI, FIRO-B, SSI, etc.
- Effectively designed motivating rewards & recognition framework.

LICENSES & CERTIFICATIONS

- **Performance Management and Competency Mapping**, Globsyn Business School (Certificate No.: GBSO-003-2020-21845)
- **NLP Practitioner, Achology Ltd**, (Certificate No.: UC-8a27f7eb-ba64-4b96-a7ec-039ae7f7a9da)
- **Change Management-Organizational Capacity for Change**, Alison (Certificate No.: 1629-17043336)
- **Transformational Leadership**, Alison (Certificate No.: 1675-17043336)
- **Prevention of sexual exploitation and abuse**, UNICEF (Certificate No.: fFTwDHY0t3)
- **MS-Excel**, Great Learning Academy

AWARDS & ACHIEVEMENTS

- “Star Award” in Indiannica, Sep-2018
- “Videocon Achievers Award” in Q1, 2016
- “Videocon Achievers Award” in Q4, 2015
- “Videocon Achievers Award” in Q3, 2015
- “Pillar Award” at InfoCepts
- Two “Star Award” at InfoCepts
- Silver coin in Destimoney for PAN India Top three achiever
- Team Leader in Auto Award05 sponsored by CNBC

COMPUTER PROFICIENCY

- DOEACC O+A Level
- Operating Systems: MS-DOS / Windows
- Databases: DBMS

LANGUAGE KNOWN

- English
- Hindi

PERSONAL DETAILS

- Father: Late Ashok Kumar
- Marital Status: Married
- Birthday: 05-Mar-1984
- Gender: Male
- Nationality: Indian

Manager-Human Resources

Videocon Industries Ltd. • Gurugram, Haryana • May 2015 – May 2018

Profile Snapshot: As a part of Team Lead (CoE-Organization Development), i was responsible to improve overall climate of the organization.

Key Accomplishments / Responsibilities:

- Developed competency framework and set up the assessment centers to evaluate potential of the employees by using MBTI, FIRO-B, SSI, and Belbin.
- Successfully developed centralized goal setting process and developed performance management framework.
- Introduced industry's best practices to ensure policies and processes are aligned towards attainment of business objectives.
- Driven Employee Satisfaction Survey and the required change to improve overall climate of the organization.
- Designed incentive schemes to achieve the organization's goals
- Effectively adhered the training plan and budget.

Lead-Human Resources

InfoCepts Technologies Pvt. Ltd. • Nagpur, Maharashtra • July 2010 – May 2015

Profile Snapshot: Responsible to lead major verticals of the organization with the team of HRBP. I was primarily responsible for HR lifecycle, HR initiatives and Operations.

Key Accomplishments / Responsibilities:

- Successfully driven organization vision in transforming manual processes to automated processes like PMS, LMS, Attendance, etc.
- Benchmarked existing policies with competitors to understand gap to introduced new and redrafted exiting policies and processes.
- Designed and developed framework for total rewards and introduced many interventions like on the SPOT award, WOW cards, online total rewards function.
- Driven Employee Engagement Survey to provide insight to management.
- Minimized organization cost with better vendor management for recruitment, insurance, and employee related benefits.
- Designed career development plan for employees of shared services.

Team Manager- Stock Broking

Destimoney Securities Pvt. Ltd. • New Delhi, Delhi • April 2008 – July 2010

Key Accomplishments / Responsibilities:

- Understood client requirements on investment returns investments that match their risk appetite.
- Provided research trends in financial markets to team as well as clients.
- Handled portfolio of big Investors and HNIs and providing financial advice.

Associate- Administration

Dharmenda's Sociology • New Delhi, Delhi • August 2005 – July 2007

Key Accomplishments / Responsibilities:

- Handled the business development.
- Involved in budgeting and brand marketing.
- Effective student and vendor relations.