

NAVEEN K

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A seasoned HR professional with over 18 years of experience in human resource operations, administration, and employee welfare. Expertise in recruitment, performance evaluation, compensation planning, and compliance. Proven ability to implement HR policies that drive organizational growth and employee engagement. Seeking a senior-level role in Human Resources Management.

Education & Credentials

- ❖ Master of Business Administration
- ❖ Bachelor of Mathematics,

Executive Profile

- ❖ A dynamic individual with nearly 15 years of experience in Recruitment, Onboarding, Payroll, Compensation and benefits, Performance Management, Employee Engagement, Manpower Planning, Training & Development, and Administration for the complete group.
- ❖ Developed and implemented procedures including communication plans, performance reviews, new hire orientation, training programs, compensation and benefits planning, and talent assessments.
- ❖ Interfaced with management and heads of Departments. for devising and implementing HR policies & procedures in line with core organizational vision & objectives.
- ❖ Vital role in company-wide programs and initiatives (salary review, performance management, and training assessment).
- ❖ Worked on various HR activities such as organizing workspace for new employees, updating personnel files and employee status changes, administering leaves of absence, and reviewing annual performance reviews.
- ❖ Creative and innovative thinker with effective human resources management and goal-setting skills combined with superior leadership, team building, communication, interpersonal, and presentation skills.

Career Timeline

Popular Vehicles Ltd., India
as HR Executive

Jul'05 to Apr'07

Mav '07 to Aug '09

Sep'09 to Nov '12

Dec 12 to Mar 18

Since Jun'18

SS Computer Group, India
as HR Coordinator

Vaishnovi Infrastructure
Engineering Pvt. Limited, India
as HR & Admin Executive

UAE Exchange Centre LLC,
U.A.E.as Sr. HR Executive

Ceegoo Media, Kerala, India as
Senior Officer- HR



Key Impact Areas

- ❖ HRM and Operation
- ❖ Recruitment and Selection
- ❖ Onboarding and Orientation
- ❖ Performance Management
- ❖ Compensation and Benefits.
- ❖ Compliance and Reporting
- ❖ Administration
- ❖ Employee Relations and Welfare
- ❖ Training and Development
- ❖ Communication and Negotiation
- ❖ Team Building and Leadership
- ❖ Organizational Skill
- ❖ Time Management Abilities
- ❖ Decision Making

Soft Skills

- ❖ Communicator
- ❖ Collaborator
- ❖ Intuitive
- ❖ Innovator
- ❖ Motivator
- ❖ Team Builder

Professional Experience

Since Jun 2018

Ceegoo Media, Thrissur, Kerala, India. Senior Officer HR and Administration

Key Result Areas:

- ❖ Handling Sourcing, Screening, Recruitment, Onboarding & Orientation formalities.
- ❖ Ensuring the Organization's HR policies and procedures.
- ❖ Coordinates management training in interviewing, hiring, terminations, promotions, performance Review, safety, and sexual harassment.
- ❖ Identifies critical employee training needs across the Company, and designs the annual training calendar.
- ❖ Administers salary administration program to ensure compliance and equity within the organization. Administers benefits programs such as life, health, insurance, pension plans, vacation, sick leave, leave of absence, and employee assistance.
- ❖ Implements reward and recognition programs including decisions on bonuses and Increments.
- ❖ Directs and monitors performance appraisals according to set schedules provides technical guidance to appraisers and ensures proper documentation.

Dec 2012 to Mar 2018

UAE Exchange Centre LLC, Dubai, UAE as Senior Executive HR and Administration



Key Result Areas:

- ❖ Facilitating implementing, monitoring, and measuring the effectiveness of systems, processes, policies, and procedures.
- ❖ Crafting and implementing an enterprise-wide internal performance evaluation process significantly improved the identification of skill gaps and implemented training and development plans.
- ❖ Devising and implementing a proactive employee relations plan and providing a structure for future change.
- ❖ Spearheaded the recruitment process and supported employee integration through knowledge sharing and teamwork.
- ❖ Ensuring on-time completion of joining formalities, onboarding & induction of the new joiners.
- ❖ Utilizing an HR Information System captures employee-related information accurately.

Sep 2009 to Nov 2012

Vaishnavi Infrastructure Engineering Pvt Ltd, India as HR and Admin Executive



Key Result Areas:

- ❖ Shared the compensation structure with new joiners and ensured adherence to statutory compliances like PF, ESI, and gratuity & bonus; managed the leave and attendance record of employees.
- ❖ Arranged meetings and travel arrangements for company officials.
- ❖ Managed all the employee engagement activities for the company.
- ❖ Regulated the facility management & administration function for all the departments.
- ❖ Managing other functions about scanning paperwork for electronic filing and assisting senior officials.
- ❖ Generated and maintained monthly reports to Headquarters, and addressed e-mail communications.
- ❖ Ensured systematic and reliable computerized database

May 2007 to Aug 2009

SS Computer Group, Palakkad, Kerala, India as HR and Administration Coordinator



Key Result Areas:

- ❖ Recorded the leave and staff changes.
- ❖ Ensuring on-time completion of joining formalities, onboarding, and induction of new joiners.
- ❖ Utilizing HR Information Systems to capture employee-related information accurately.
- ❖ Assist with performance management procedures and training.
- ❖ Schedule meetings, training, Interviews, and Human Resource events.
- ❖ Oversee the completion of compensation and benefit documentation.
- ❖ Ensured employee welfare, safety, wellness, and health by actively developing and implementing policy documents and handbooks for employee reference.

July 2005 to April 2007

Popular Vehicles and Services Ltd, Kerala, India as HR Executive

- ❖ Assisting with Day-to-day HR Activities
- ❖ Providing Clerical HR Admin Support
- ❖ Prepare employee HRMS Files and Reports
- ❖ Support for employee's documentation work
- ❖ Preparing the HR Official Letters
- ❖ Give Assistance with Payroll preparation

Accomplishments

- ❖ Best Employee Award
- ❖ Spearheaded a 90% retention rate through compensation program restructuring
- ❖ Developed a monthly online newsletter to boost employee engagement.

IT Skills

- ❖ MS Office,
- ❖ SQL, Oracle Certified by Oracle workforce
- ❖ HRIS

Languages known

- | | |
|-------------|------------------------|
| ❖ English | - (Proficient) |
| ❖ Hindi | - (Upper Intermediate) |
| ❖ Tamil | - (Upper Intermediate) |
| ❖ Malayalam | - (Native) |

References

I will provide it as per the request