**Karthik S N**



Mobile*:* +91 9972188883

Email: [beckham.mild7@gmail.com](mailto:beckham.mild7@gmail.com)

Nationality: Indian

Date of Birth: 10-Nov-1981

**Profile Summary:**

* Result oriented **HR Professional** with **15yrs** of strong Human Resource experience in various HR activities leading to improved efficiency and effectiveness of **Talent Acquisition & HR Operations**.
* Proven ability to work under pressure and adhere to strict deadlines with limited supervision & ability to balance priorities.
* Excellent People Influencing Skills and building strong relationships at all levels.
* Maintaining Confidentiality and the ability to handle sensitive situations, knowledge of Data protection.
* Customer Focus with a drive to deliver with proven experience of advising and supporting Internal & External Stakeholders.
* Always demonstrated Professional manner and maintained confidentiality along with the ability to handle sensitive situations.
* Able to use own initiative and ability to balance conflicting priorities.
* Proficient with new Software’s like **Microsoft Teams** for setting up Team Meetings, New Joinee Onboarding, Exit formalities, Fun Activities and R&R Activities for the Employees.
* Eager to take on new roles which are challenging and having the ability to adapt to rapid changes (quickly adjusting to new policies/workplace norms and shifting expectations – all during Covid-19).

**Core Competencies:**

|  |  |
| --- | --- |
| * People Operations * Onboarding and Induction * Separation / Exit Management | * Talent Acquisition (Internal and External) * Vendor Management * Employee Engagement |

**Professional Achievements:**

* Certificate of Appreciation in recognition as Value Champion & contribution to the Team – Qinecsa Solutions India Pvt. Ltd.
* Quarterly Star Award for Outstanding Performance & lasting Contribution for Quarter 3 – 2014 in AXA.
* Best Onboarding Practice – Qualitest.
* Successfully completed the Udemy Online Course – Onboarding New Employees: Increase Retention & Performance.

**Professional Experience:**

|  |  |  |
| --- | --- | --- |
| **Company** | **Designation** | **Duration** |
| Qinecsa Solutions (Bioclinica India Pvt. Ltd) | Senior Human Resource Professional | Mar’21 to Till Date |
| Qualitest India Pvt. Ltd | Consultant – People & Talent | Jan’20 to May’20 |
| IQVIA (IMS Health Analytics Services Pvt. Ltd) | HR Associate | Sep’17 to Sep’18 |
| AXA Business Services Pvt. Ltd | Sr. Executive – HR Operations | May’13 to July’17 |
| Sasken Communication Technologies | Executive Recruiter | Mar’11 to Sep’12 |
| iCAD Engineering Pvt. Ltd | Executive Human Resource | Feb’08 to Nov’09 |
| Cisco Systems (India) Private Limited | HR – Coordinator | Jan’07 to Sep’07 |
| Skillstor Resources | IT Recruiter | Jun’05 to Dec’06 |

**Recruitment:**

* Handled Recruitment for various locations in India.
* Complete utilization of Resume Database, Job Boards, Business Partners and References in order to provide quality resources and working closely with Technical Leads and Hiring Managers for resource planning and hiring.
* Posting the Requisitions for external agents & internal job postings.
* Skill mapping those profiles and conducting the initial technical phone screening.
* Ensured and organized/conducted regular weekday as well as weekend drives planned to meet business needs to close the requirements in defined SLA.
* Strong follows up with all the stake holders to close positions.
* Preparing the Offer Letters & follow up with the candidates (Acceptance and Rejection of Offers and reasons for Rejection).
* Initiation of BGV to the offered candidates through Third Party Vendors.

**HR Operations:**

* Managed end-to-end employee lifecycle processes, including onboarding, employee records management, transfers, promotions, and off-boarding.
* Streamlined the **On-boarding** Process to ensure effective and smooth functioning of joining formalities, induction and updating all new staff details in HRIS.
* Serve as the primary point of contact for Tier 1 POPs shared services support requests.
* Ensure accurate data is entered into the HRIS. Maintain accuracy and integrity of employee data in HRIS Tool and other systems through regular audits and data coordination.
* Maintaining employee’s personal file.
* Collaborate with internal and external teams to build processes, identify solutions, and complete tasks.
* Preparing/generating reports on monthly, quarterly basis and sharing with the Business Spocs.
* Handling **Employee queries** on policies and process as per SLA.
* **Counselling Employees** on various aspects like career development, role change, continued education. etc.
* Issuance of various letters Like - Appointment Letter, Confirmation, Band Change, Promotion Letter & Miscellaneous Letters.
* Updation of Trackers like - Employee Master Data, Resignation/Notice Period, Termination/Exit, Appointment & Confirmation.
* Employee ID Creation, Salary Account updation, PAN & Aadhaar Number updation of employees.
* Roll out of surveys and preparation of action plans as required - Survey to be rolled out to the new joiners on completion of 3 months in the system.
* Explaining the HR Policies & Procedures to the New Joinees during the Induction and coordinated with Business HR’s in streamlining the Policies.
* Addressing employee grievances or issues with employee relations.
* Follow-up with Vendor in terms of Invoices for Contract Staff.
  + - * Managed motivated workforce through employee engagement initiatives like Quarterly R&R, Monthly Birthday Celebrations.
      * Employee Relations Strategy: Develop & implement strategies to address and resolve employee relations issues, promote a positive workplace culture, and enhance employee engagement/retention.
* Conflict Resolution: Act as a mediator and advisor for complex employee relations issues and disputes, providing guidance and resolution in line with company policies and legal requirements. Partner with HRBP, Legal and other partners as necessary while handling Employee issues.
* Policy Development: Create, review, and update employee relations policies and procedures to ensure compliance with current employment laws and best practices.
* Data Analysis: Monitor and analyze employee relations metrics and trends, preparing reports and recommendations for senior management to drive continuous improvement.
* Compliance and Legal: Ensure that the company’s practices adhere to state, and local employment laws and regulations. Partner with legal counsel when necessary to address compliance issues.
* Case Management: Oversee the investigation and resolution of employee complaints and grievances, ensuring a fair and thorough process.

**Vendor Management:**

* Medical Reports - Follow up with the Vendor in case of any issues or delay in medical report.
* Banks Accounts- Coordinating with Bank for the timely closure of account opening formalities and any employee query related to salary accounts.

**Payroll Management:**

* Managed Payroll by providing various inputs like salary details, incentive, shift allowances, stop salary, final settlement, Gratuity etc.
* Ensuring data accuracy and consistency for payroll inputs and pay-outs
* Followed a method of maker and checker to ensure the 0% error in any data related to payroll.
* HaEnsuring F&F settlement is processed by the respective team as per SLA for all the ex-employees once the exit formalities are completed without any delay.

**Separation/Exits:**

* Responsible for managing and administrating separation formalities.
* Involved in exit interviews for voluntary resignations to understand the exact reason for leaving and the concerns/issues faced in the entire tenure; Escalating important separation reasons, if required
* Tracking early warnings and conducting meetings.
* Handled Involuntary (Performance) exits by following the required process.

**Automation/Projects:**

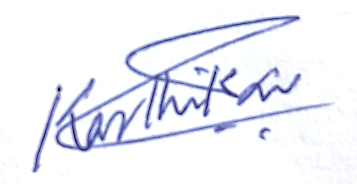
* Led the Team in designing initiatives like tracking Leave Management (Leave Tracking System), Absence without intimation etc. (this includes auto intimation to employees and Supervisors in case of Employees Absence).
* Worked on Confirmation and Exit Automation Tools and achieved success in the Project.
* Under the Go Green Initiative revitalized the existing process by working with technical team to ensure that all the letters (Confirmation, Promotion, Incentive & Increments etc.) are available on Portal for employees to view any time.

**Academic Qualification:**

* MBA – HR (2012) from GEM’s B School, Bangalore
* B.Sc – Biotechnology (2004) from JSS College for Arts, Science & Commerce/University of Mysore

I hereby declare that the above information is true to my knowledge.

Date:



Place: (Karthik S N)