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✓ **Areas of Interest**

- ❖ HR Operations
- ❖ HR Management
- ❖ Recruitment / Selection
- ❖ Training & Induction
- ❖ Performance Appraisal
- ❖ Documentation / MIS
- ❖ HRIS/ Team Management
- ❖ Employee Engagement
- ❖ Employee Benefits
- ❖ PMS/ HR Audit
- ❖ Grievance Handling
- ❖ Attrition Management

➔ **Personality Trait**

➔ **Strong Part:**

Excellent Communication skills.
Positive Attitude
Flexible, Organized
Excellent Presentation and Motivational skills
Self Discipline, Problem Solving, adaptable, Strategic Thinking

Seeking a Challenging Assignment in HR in a growing frontline Organization

Career Vision: A motivated and results-focused Human Resources professional with 2+ yrs of experience is now seeking an opportunity to utilize my skills and education to contribute to employer objectives, profitability, and success with a company offering potential for challenge and growth. I'm Looking for opportunities in IT/ITES and Manufacturing companies in India.

Key Competencies

- ❖ A self Motivator, Team Player with excellent communication skills, analytical, relationship management and problem solving skills.
- ❖ Highly efficient in liaising with employees and Management and solve employees grievances after gathering their queries, requirements, problems and update the management and seniors on a routine basis to ensure smooth functioning of organization.
- ❖ Adept in handling day-to-day activities and maintaining seamless coordination with departments for smooth business operations.
- ❖ Responsible for all employees engagement and welfare activities
- ❖ Starting from birthdays, annual picnic, cultural event etc.
- ❖ Managing complete Recruitment life-cycle for sourcing the best talent from diverse source after identification of manpower requirements.
- ❖ Use various channel for sourcing- Jobsites, References, Recruitment & consultants.
- ❖ Conducting Interviews, Salary Negotiation using internal & external benchmarks & Offer letter roll out.
- ❖ Handling background verification process to make sure information submitted by candidates is authentic.
- ❖ Identification of performance of employees in different departments. Implementation of analysis in performance Appraisal.
- ❖ Responsible for Compensation & Benefit with different grade system,
- ❖ Responsible for taking exit interviews and doing full and final formality of employees.
- ❖ Responsible for all employees engagement and welfare activities
- ❖ Assisting management in Day to Day Operations
- ❖ Ability to work well within a team environment as well as Independently, good problem solving and multi-tasking skills. Administrator HR-related documentation such as contract of employment
- ❖ Monitoring and ensure that all the relevant HR database is up to date, accurate.

QUALIFICATION

Qualification	Discipline	Institute/University	Year of Passing	Aggregate %
MBA	HR	M.S university	2011	65%
BSc	Microbiology	Amrita school of Biotechnology	2009	72%
XII		State board	2006	74%
X		State board	2004	72%

CAREER ACCOUNTABILITIES

HI -TECH CIVIL

BHARUCH -GUJARAT

JAN 2013 –TILL DATE

DESIGNATION: -Asst Manager HR and Operations, Reporting to Sr Manager HR & Operations

Job Profile: -

- ❖ Responsible for handling all day to day queries and grievances of employees to ensure smooth functioning of organization.
- ❖ Responsible for all employees' engagement and welfare activities starting from birthdays, annual picnic, cultural event etc.
- ❖ Handling Appraisal process across the various levels and assisted in establishing a framework for performance appraisal cycle.
- ❖ Responsible for various training function and training need analysis for different level.
- ❖ Responsible for sourcing, short-listing and accessing the candidate for suitability as per the parameters of the job and organization.
- ❖ Responsible for coordinating and conducting meeting with the Operations / Sales team and the prospects.
- ❖ Responsible for negotiating salary with final short-listed candidates as per the existing internal salary Issuing Offer Letter, Appointment Letter, Confirmation Letter, Relieving Letter, Promotion Letter & Increment Letter Successfully
- ❖ Administered and managed Overall Operations
- ❖ Responsible for all employees' engagement and welfare activities starting from birthdays, annual picnic, cultural event etc. Safety and Security Management, Stationary Management, Travel Management.
- ❖ Responsible for taking exit interviews and doing full and final formality of employees.

02 Inc BANGALORE JAN 2012-JAN 2013

- ❖ Understanding the Job description of the various openings: handling IT and Non – IT recruitment.
- ❖ Screening and short listing Candidates based on the Job description of the client.
- ❖ Per selection HR interviews (via telephone).
- ❖ Handling Walk - In interviews and coordinating with the client
- ❖ Apply extensive sourcing methods to find the right candidates by leveraging different tools like internal database, job portals (Naukri, Monster), networking, and internal referrals. Managing and maintaining Database and MIS
- ❖ Ability to work well within a team environment as well as independently, good problem solving

EDUCATIONAL PROJECTS

- ⇒ J Sports – Operations executive(responsible for the operational activities of a sports academy) (Operations) (July 2011-Dec 2011)
- ⇒ Kerala state civil supplies corporation – A STUDY ON THE PERFORMANCE APPRAISAL SYSTEM. (HR) (Mar 2011-May 2011)
- ⇒ Rochester investments private ltd. – FOREX MARKET , A STUDY & ANALYSIS (FINANCE) (May 2010-Aug 2010)
- ⇒ Prime focus Technologies – market study, market research, data analysis & data interpretation. (MARKETING) (Dec 2009-Feb 2010)

COMPUTER PROFICIENCY

- ✓ **MS OFFICE, WINDOWS XP, VISTA, WIN 7, SOCIAL NETWORKING SKILLS.**

AWARDS & ACHIEVEMENTS

- ⇒ Administrative head of the HR club of the college. Member of marketing and magazine club of college.
- ⇒ Event Planner & organizer at the college level.
- ⇒ Captained the Kho- Kho team which secured third price consecutively for two times in all Kerala CBSE sports meet.
- ⇒ Participated & Secured prize in various State, Rural, Zonal and District level sports competitions.

PERSONAL DOSSIER

Date Of Birth	15-02-1989
Fathers Name	Shri T.N. GOPI
Marital Status	Unmarried
Gender	Male
Nationality	Indian
Language Known	English,Hindi, Malayalam
Hobbies	Cricket,Music.
Passport	Applied

Declaration

I hereby declare that all the details furnished above are true to the best of my knowledge.

Date:

Place: Bangalore

Gopu Krishnan

REFERENCE AVAILABLE ON REQUEST