

PRAVEEN KUMAR

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Aiming to attain a key position to head HR Operations / Recruitment / Employee Development with a people-driven organization of repute, using my skills and expertise, to ensure and enhance the growth and profitability of the organization; through creativity and innovation. Seeking a leadership position to enhance and utilize the current skill sets.

A BRIEF OVERVIEW

- ✚ Insightful and a dynamic professional with **12+ years** of rich experience in **Human Resource Management & Administration Vertical**; broadly Talent Management, Performance Management, Talent Acquisition, Policies & Procedures, Employee Engagement & Retention, Employee Welfare and Team Management, Strategic HRM, Compensation & Benefits, Employee Relations, Training & Development, Statutory Compliance, Business Excellence, Administration & Facilities.
- ✚ Presently working with **SunSource Energy Pvt. Limited** as **Manager – HR & Administration**.
- ✚ Hands-on expertise in Personal Administration and organization Management, Payroll Management, Time Management, Compensation Management, Learning Systems, HR Analytics, Employee and Manager Self Service.
- ✚ Successfully brought HR & Administration function up to industry standard from scratch in a fast growing company. Started as a single man army & built a team and procedures as per the requirement of the business & market standards. Took-up interventions towards the internal branding of HR/Organization through effective utilization of available resources and through Newsletters, Employee Communication Memorandums, E-mails, Portals, Intranet.
- ✚ Successfully implemented HR portal and migration of data to portal. Educated, trained employees to use the most of the features available on the portal and successfully achieved the target to minimize the use of paper work.
- ✚ An out-of-the-box thinker, totally self-motivated, committed towards growth of people within the organization and clearly focused on bottom line.
- ✚ Demonstrated capability in improving the quality of the HR function, improving operational efficiency, increasing scope of responsibilities and getting lean.
- ✚ Proficiency in defining continuous improvement processes, recognizing and accelerating employees' strengths and building high-energy, well-bonded, powerful teams that can conquer any obstacles. Expertise in managing all aspects of people management.
- ✚ Adept at handling day to day administrative activities in co-ordination with internal / external departments for smooth business operations.
- ✚ Comprehensive experience in design and execution of Performance Management and other HR Systems.
- ✚ An effective communicator with excellent relationship building & interpersonal skills. Strong analytical, problem solving & organizational abilities. Possess a flexible & detail oriented attitude.

STRENGTHS & SKILLS

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- ✚ High-energy individual with a passion for work.
 - ✚ A diligent worker with attention to detail.
 - ✚ Disciplined, organized and value-driven.
 - ✚ Excellent communication skills; ability to interact at ease and earn the confidence of people across the hierarchy.
 - ✚ A true Listener & always eager to resolve the concerns of the employees.
 - ✚ Initiator and achievement oriented.
 - ✚ Excellent negotiation, vendor development & management skills.

SIGNIFICANT ACHIEVEMENTS

- ✚ As HR Leader for business, successfully drafted, implemented the policies & procedures in line with core business requirement.
- ✚ Consistently rated as '**Super Exceed Expectations**' '**Exceed Expectations**' in PwC, Deloitte.
- ✚ Organized & managed over 100 workshops/seminars.
- ✚ Streamlined the recruitment, joining, induction, PMS, Payroll, Leave & Attendance and exit process while working with various organizations.
- ✚ Brought down attrition rate through a series of HR initiatives, after organization diagnosis.
- ✚ Revamped HR systems for greater effectiveness and employee friendliness.
- ✚ Designed compensation packages; as to be tax-employee friendly in various organizations.
- ✚ Joined with 40 employees group in current assignment & lead the organization to nearly 200 employees at present.

CORE COMPETENCIES

✚ Strategic HRM

- Interfacing with Management and Heads of Departments for devising & implementing HR Policies & Procedures in line with core organizational vision & objectives.
- Conducting organization diagnosis & formulating HR strategies based on diagnosis outcomes.
- Generating broad based annual goals and plans for the HR Dept. from the business goals of the organization.
- Devise, Implement & execute best practices and business focused HR approach & policies, in line with business goals of the organization along with HR Budgets.

✚ New Systems & Policies

- Defining plans, policies & strategies for greater operational effectiveness & manpower deployment.
- Developing/updating and implementing compensations plans, reward & recognition schemes, HR policies and communicating them across the organization at all levels.
- Counseling/ grievance handling of the employees to maintain a healthy work environment and facilitating Employee Satisfaction & HR Survey & community development activities.

✚ Recruitment, Resourcing & Development

- Managing the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements for new / existing departments.
- Planning human resource requirements in consultation with heads of different functional & operational areas, conducting selection interviews.
- On-boarding employees for seamless assimilation with the organization mainstream.
- Monitoring the effective utilization of manpower, retention of manpower & knowledge management.

✚ Performance Appraisal

- Based on Annual Business plan, aligning KRAs of individual employee-Roles in line with business goals & reviewing the same.
- Introduced Dyadic discussion Process among Appraise & Appraiser for all employees.
- Managing Appraisal process across the levels.
- Formulating Reward and Recognition Schemes based on Performance Management.
- Monitoring and facilitating performance review feedback for employees.

✚ Compensation & Benefits Management

- Develop compensation philosophy and strategy in line with company philosophy and growth.
- Design & implement C&B structure, systems and processes to attract, retain and enable employee development.
- Prepare C&B budgets, analyze statistical data and track compensation costs.
- Annual Performance Incentive – designing different schemes to boost performance, implementing, computing & ensuring payment.
- Developing & Finalizing strategy, new plans to senior management. Communication to employees on compensation and policies.

✚ Training & Development

- Determining training needs of employees through Competency Mapping exercise and Skill Gap Analysis, Performance Appraisal and Individual Development Plan & through multilayer (360 Degree) feedback.
- Preparing Annual Training Plan & Calendar based on the above for optimum fulfillment of requirements.
- Obtaining trainees' feedback for determining the effectiveness of training programs & carrying out modifications if necessary.
- Conducting in-house training programs on behavioral skills as an Internal Faculty.



Employee Relations/ Conflict Management

- Regularly tracking employee pulse and strategizing interventions based on need of the hour.
- Ensuring pro-active/prompt resolution of employee grievances to create a satisfied workforce.
- Focusing on employee delight through a competitive benefits package and continuous attention towards all other hygiene factors.
- Creating an engaged workforce through heightened emphasis on people management by the line managers.
- Creating a congenial and high-energy workplace through various Fun at Work Initiatives.



Employee Engagement & Motivation

- Introduced a number of Reward & Recognition systems to incentivize desired performance and focused efforts.
- Organized Town hall to facilitate Vision-Sharing, and to communicate goals, strategies and policies.
- Introduced a number of new systems to increase employee morale, 'Fun-at-work', Birthday & Anniversary messages, Creating occasions for celebrating success, Sports activities and Family Fun-days.



Industrial Relation, Labour Law & Statutory Compliances

- Taking care of the Industrial Relations, Welfare and CSR activities.
- Designing employee welfare schemes, monitoring, interpreting and ensuring implementation of the schemes such as loan & Advance Schemes, medical checks etc.
- Facilitating resolution of intra departmental / inter departmental and interpersonal conflicts. Creating and maintaining a harmonious and productive Industrial Relations climate at Plant by effective employee communication & counseling.
- Versed with company related Labour/Employment Laws and statutory obligations of employers
- Streamlined Manpower Contracts to minimize absorption-liability and ensure statutory compliances.
- Ensuring proper discipline in the plant through counseling / disciplinary Actions (drafting memos, warnings, show cause notices, conducting / holding domestic enquiries, providing support to Management in disciplinary matters and preparing final orders.



Organization Structure and Design

- Maintaining Organization structure (Functional & Administrative).
- Ensuring maintain grading structure, salary band.



Oversee Vendor / Cafeteria / Guest House Management

- Contract negotiation and finalization with selected vendors/contractors. Procurement, Settlement of bills & ensuring timely payments to the vendors. Quarterly review meeting with vendors, Grievance Redressal.
- Renewal & extension of contracts.
- Ensuring healthy and hygienic operation of canteen / cafeteria through identified vendor / contractor.
- Initiating vendor feedback from time to time thorough surveys & personal feedback, taking corrective actions.
- Management of Office Guest house including Domestic Servants – Ensuring Controlled Cost & regular surprise audits.
- Preparing yearly budget and monthly cost, variance MIS reporting to management.



Oversee Facilities Management / Housekeeping Management / Mail Room Services

- Ensuring smooth functioning of facilities in accordance to allocated budget. Surprise facility checks/ audits.
- Handling HK/Security staff Grievances.
- Ensuring support from Administration to building maintenance team for organizing safety drills.
- Regular interaction with employees for maintaining good & secured office environment.



Communication / Event Management

- Ensuring service level & negotiating best tariff plans for mobile/ internet connections/ Data.
- Constantly negotiating plans based on market condition of communication sector.
- Looking for alternate modes/plans for minimizing the communication cost.
- Ensuring maximum participation in relevant events. Successfully conducting events/workshops.



Ensuring Adherence / Corrective Actions

- Ensure operations adhere to policies and regulations.
- Keep abreast with all organizational changes and business developments.
- Planning and coordinating administrative procedures and systems and devising ways to streamline processes.
- Assessing staff performance and provide coaching and guidance to ensure maximum efficiency.

INDUSTRY EXPERIENCE

CAREER RACITAL

Tenure	Company Name	Designation	Segment
Since May' 2016	SunSource Energy Pvt. Ltd.	Manager	Solar EPC/Manufacturing
Sep' 2014 – Sep' 2015	KPMG	Senior Executive	Audit/Taxation/Consulting
Oct' 2010 – Sep' 2014	Deloitte Touché Tohmatsu India Pvt. Ltd.	Executive	Audit/Taxation/Consulting
Apr' 2007 – Oct' 2010	PriceWaterHouseCoppers Pvt. Ltd. (PwC)	Associate	Audit/Taxation/Consulting
Feb' 2006 – Apr' 2007	Indiabulls Securities Pvt. Ltd.	Executive	Securities and Derivative Broking Services

PROFESSIONAL ACTIVIIES (WORKSHOPS, EVENTS ATTENDED)

Attended HR Conferences / Events on New HR Initiatives, Development Tools etc. Always try to attend and be part of such events to be updated with latest initiatives and part of HR fraternity.

EDUCATION

2008 **Master of Business Administration – Human Resource & Marketing** from IMT Ghaziabad, UP
2005 **Diploma in Modern Office Practice** from Bhai Parmanand Institute of Business Studies (Board of Technical Education), New Delhi.
2004 **Bachelor of Commerce** from University of Delhi, New Delhi
2001 **Office Assistant** course from Bhartiya Vidya Bhawan, New Delhi.
2001 **Senior Secondary Certificate Examination – CBSE**, New Delhi
1999 **Secondary Certificate Examination - CBSE**, New Delhi

PERSONAL DOSSIER

Date of Birth : 8th September' 1983
Marital Status : Unmarried
Father's Name : Shri Ashok Kumar
Languages Known : English, Hindi and Punjabi
Interest & Hobbies : Playing Cricket, Reading books & listening music in leisure time

REFERENCES

Available on request