

CAREER OBJECTIVE: -

To seek a challenging position in a progressive, growth oriented organization for blending personal goals with that of the organization & to serve the organization to the best of my abilities.

PROFESSIONAL SUMMARY: -

- Result oriented and performance-driven avid professional offering around 13 years of cross-functional experience in Human Resource Management and General Administration
- Expertise in End to End Recruitment, Employee Joining & Induction, Training and Development, Payroll, Performance Appraisal / Management System, Employee Relation, Employee Engagement, Employee Database Management (HRIS), Policy & Process Formulation
- Rich industry experience in Engineering - Aerospace, Automotive & Auto ancillary, Locomotive, Heavy Engineering / Manufacturing, IT & Non - IT
- Exposure to work in dynamic, fast-paced, high pressure environments with focus on performance

EXPERIENCE PROFILE: -

⇒ **AMETEK Instruments India Pvt. Ltd.,**

Designation: Sr. Recruitment Lead

Duration: March 2015 – April 2021

ROLES & RESPONSIBILITIES: -

- Single point of contact for hiring resources for 35+ different business units on various skillsets across India by Partnering with businesses & Stake holders
- Sourcing, Screening, Shortlisting, Sharing profiles with technical / BU managers, Scheduling interviews with BU heads, procuring required offer release approvals & salary fitment for selected candidates
- Negotiation of Salary & DOJ, release of offer, followup, introduced post offer engagement activity to increase Offer to Join ratio, handling Joining formalities & Background Verification, Induction
- Branding & Publishing of requirements through networking sites, Consultants, introduced Employee referral portal to motivate employees & for maintaining right employee mix
- Plan, Strategize campus recruitment & Off Campus drives for interns by being in constant interaction with TPOs of different Colleges & Universities
- Identifying critical resources and retaining them by proactively working to create talent pipeline through robust succession plan & Internal movements – Resource Management & Planning
- Responsible for Employee Engagement activities and arranging regular Employee meets along with BU heads & management, conducting Annual Family Day, All Hands Meet, Town Halls & Skip Level Meetings
- Handling Employee Encouragement practices like Rewards & Recognition Programs, Festival celebration, birthday celebrations to Boost Employee Morale
- Implementation of Mid-Year Performance review for effective performance review, Salary revisions, Promotions, Trainings required, PIP execution and documentation
- Handling Annual Performance review process, updating salary, level changes, roles changes, taking care of payroll
- Initiation of exit formalities, Preparation of Employee Attrition Reports & analysis
- Creating & review of Annual Employee Satisfaction Survey questionnaire, execution, tracking, review of results & reporting
- Review & updating of processes, policies, formats as part of Global Process Review Team
- Creating, updating, maintaining Global HRIS Tool for AMETEK INDIA
- Taking care of AMETEK Europe Recruitment & attrition Reporting along with analysis to top management

Rewards & Recognitions Received:

- Received appreciation from New BU's for support & hiring of key resources
- Multiple Extra Mile & Pat on the back rewards for exceeding work expectation
- Awarded Employee of the year recognizing the contribution towards organization
- Special Corporate Reward for handling Annual performance review for entire AMETEK Europe

⇒ **Robert Bosch Engineering and Business Solutions Limited – Bangalore**

Designation: HRBP - Consultant

Duration: October 2013 – December 2014

Being Corporate HR, I was responsible for HR support of entire corporate BU & SPOC for Bosch's global leadership program known as Junior Managers Program (JMP) for RBEI.

- Taking care of Complete Recruitment Life Cycle for entire corporate including Junior managers for Junior Managers Program and supporting other BU's for fulfilling their requirements
- Manpower requirement planning & freezing on the number of hiring's required to meet the business needs
- Identifying channels to acquire the right talent, managing Employee Referral programs & IJR's
- Sharing of profiles, Coordinate for interviews, Evaluation of candidates, Salary Negotiations, Salary fitment, release of Offer & Appointment Letters
- Management & Review of Vendors based on their performance
- Co-ordination for Induction programs, providing Joining docket & all necessary inputs to backend team for planning & on boarding formalities of new employees
- Expertise in hiring Subject Matter Experts (SME's) & Senior Management professionals
- Revision of Salary, Renewal of contracts, Promotions, providing inputs to compensation & benefits team for implementation of changes in compensation and level
- Monthly tracking and reporting of HR metrics such as recruitment, on-boarding, attrition etc. to HR Leadership and Corporate HR Effectiveness team

Junior Managers Program (JMP) – Bosch Global Leadership Program responsibilities:

- Build and maintain excellent relationship with various top universities for Internship / full time Programs & Campus Placements
- Acting as single point of contact in the company for intern and full-time requirement, working internally with business teams to develop hiring volume forecast, building the hiring panels, source, screen and attract a diverse slate of candidates
- Lead the semi-annual rotational, which includes identifying robust assignments in alignment with various business needs & Process to address each employee development
- Enforce program standards and address performance management issues, manage mid-term and final assignment reviews across all the programs
- Instrumental in initiating engagement activities for existing JMP group & regular interaction with different stake holders for new process improvement initiatives

Significant Achievements:

- Highest number of JMP interns on boarded in a short time period
- Tie-ups with new premier business schools for JMP requirements
- Received various appreciation mailers from business heads for closing niche requirements within short time

⇒ **CADES Digitech Pvt. Ltd., (Part of Axis Aerospace & Technologies)**

Designation: Sr. HR Executive.

Duration: July 2012 – February 2013

- Manpower planning, Recruitment process initiation, Anticipation of future needs/replacements & Allocation of resources accordingly
- Sourcing, Negotiation, Development, Management & Review of Vendors based on their performance - Vendor Management

- Coordinate for interviews, Evaluation of candidates, Salary Negotiations, Issue of Offer Letters, Appointment Letters, Initiation & Coordination for Background Verification of offered candidates
- Handling Joining & on boarding process, Maintain & update employees matrices to keep a tab on headcount, their compensation, experience, attrition rate & generation of reports
- Maintenance & creation of monthly organization charts for reporting for top management
- Handling & maintaining track of appraisals, performance reviews, salary revisions, confirmation process of all the employees
- Partnering with business on succession planning, resource management, performance assessment, skills assessment and development
- Assisting the managers & management in salary revisions & level movements of employees
- Initiating Employee Engagement activities and arranging regular Employee meets along with BU heads & management
- Taking care of Employee Grievances & suggesting measures for improvement of the overall functioning of the organization in order to ensure a healthy working environment
- Conduction of Training Need Analysis, preparation of training calendar, Arranging trainings, updation of training log, training feedback forms & its review to ascertain the effectiveness of trainings
- Preparing salary advice & Liaison with payroll representatives for quarterly/monthly VC payments and salary actions that needs to be implemented
- Conducting of Exit Interviews, documentation of exit discussion, Full & Final Settlement and Preparation of Employee Attrition Reports

⇒ **TATA Advanced Materials Limited (TAML), Bangalore**

Designation: HR Executive. **Duration:** February 2012 – June 2012

- Responsible for End to End recruitment process for entire organization across all levels
- Planning and implementing sourcing, selection, interview, verification, pre-joining & joining process based on the business targets for Lateral and campus hiring
- Interacting with hiring managers to have clarity on the requirements along with time line
- Budgeting the cost of Recruitment drives, Annual projected cost of Manpower hiring etc...
- Vendor performance Management & Evaluation, renewal of contracts & payment process
- Taking care of Annual Performance Appraisal process

⇒ **Rapid Global Business Solutions India (P) Ltd (RGSBI), Bangalore**

Designation: HR Executive. **Duration:** June 2010 – January 2012

Deputed to Airbus Engineering Centre India Pvt. Ltd (AECI), Bangalore

- Recruitment for all levels in the organization based on the manpower planning
- Handling Universities relations for Internship Programs & Campus Placements
- Identifying different channels to acquire the right talent & managing Employee Referral programs
- Development, Management & Review of Vendors based on their performance
- Handling complete recruitment process, Issue of Offer Letters, Appointment Letters, Initiation & Coordination for Background Verification of offered candidates
- Handling Joining and on boarding formalities for new employees, Giving necessary Account & Badge Creation inputs to backend team for the creation of IDs / accounts
- Updating and Maintaining the HRMS Database (Both Hard & Soft Copies)
- Monitoring Attendance & Leaves of employees in LMS tool to keep a Tab on General Discipline
- Taking care of timely processing of Confirmation Process, Monthly Salary input, Salary Revisions & Level Movements by issuing Confirmation, Increment Letter and Promotion Letters
- Handling of Employee Full & Final Settlement and Relieving Formalities

⇒ **Organization: Harita TVS Technologies Limited, Bangalore.**

Designation: HR Executive.

Duration: September 2007 – May 2010

- Taking care of Complete Recruitment Life Cycle along with Joining & Induction formalities
- Sourcing, Screening & Shortlisting of Candidates through Various modes of Sourcing like Job Portals, Head Hunting, Employee Referrals, Internal Database, Company's Website & Sourcing Partners
- Processing of Shortlisted Candidates Profiles to Clients, Scheduling Interviews & follow-up with respective people for closure of requirement
- Speaking to New Clients, Getting New Requirements and Regular Interaction with Project Managers / Existing Clients for Feedbacks, Current & Future Requirements Status
- Speaking to Selected Candidates for Salary Negotiation, Notice Period, Joining Date & Collection of Important Documents.
- Offer Release to Candidates and to be in Constant touch with them till they join the Organization
- Conduction of Walk-in interviews at various places on Regular Intervals & taking care of the Entire process from the Start to the End.
- Maintaining & Regular Updation of HRMS / HRIS Software – Adrenalin
- Handling Onsite Employee Relations

ACHIEVEMENTS & INTERPERSONAL SKILLS: -

- Formulation of Policies, Processes & procedures along with regularly updating the existing ones to keep it in line with company requirements and market standards
- Contribution in the implementation and updating process of ISO 9001:2000, 9001:2008 & AS 9001 Certifications
- Consistently complimented for meeting & exceeding company expectations by demonstrating diligence and dependability throughout my work history

EDUCATIONAL PROFILE: -

- ✓ Master of Business Administration (M.B.A) with Specialization in H.R & Marketing in R.V.I.M, Bangalore University (62%)
- ✓ Bachelor of Computer Application (B.C.A) In ICSI, Bangalore University (68%)
- ✓ PUC in NATIONAL COLLEGE, Bangalore (60%)
- ✓ SSLC in NATIONAL HIGH SCHOOL, Bangalore (71%)

PERSONAL PROFILE: -

Father's Name : A. L Lingaiah

Nationality : Indian

Date of Birth : 4th March 1980

Languages Known : Kannada, English and Hindi

Interests : Listening to Music, Reading Books, Traveling & Trekking

Contact Details : #816, 16th Cross, 7th Block, Jayanagar (west),
K. R. Road, BANGALORE – 560070

DECLARATION:

I hereby declare that the information given above is correct and true to the best of my knowledge.

Place: Bangalore

Date:

Yours Sincerely
(L. PRASHANTH)