KISHORE KUMAR.N

# Personal Summary

An Ambitious person who considers learning to be a life process and talent as something which can be cultivated with a resolute attitude

# Work Experience: 06th June 2014 – 20th July 2016 (2 Years)

## Executive HR - Mahindra Home Finance Ltd

**Summary:** Manpower Management, Employee Relations, Recruitment, Exit Management, Data Management, Employee Engagement, PMS, Maintaining HR Metrics in TAT.

**Projects Handled:** Attrition Analysis, SOA & MCR, and CSR – Tree Plantation state co-ordination.

## Accountability

* Ensuring adequate manpower on all departments and planning the manpower as per change in needs.
* Ensuring resolutions to queries and grievance rose from employees with appropriate actions and formulating strategies to reduce.
* Capability building of Business Managers so as to ensure complete awareness of the policies and handling employee issues.
* **Ensuring the overall efficiency of HR work flow processes** - Confirmation, Transfers, Suspension, Compliance, Hiring, Onboarding, Separation, PMS and induction as per TAT through SAP R3 and manual mode.
* PIP (Performance Improvement Plan) discussion with Business Managers to address employee training needs and formulate strategies to improvise and meet the organization needs.
* Handling special projects which initiated by HO HRD & Zonal team.
* Raising IJP (Internal Job Posting) requests throughout the region and Co – Ordinating with zonal team to close the recommendation rose by Business Managers.
* QIP (Quarterly Incentive Plan) Co – Ordination with region on quarterly basis for L9 and above cadres.
* Payroll Inputs & Leave Management through SAP R3 to support HO HRD in final conversion
* HR Communication of policies and provisions to regions and ensure everyone to adhere by it.
* Maintaining “Statutory Compliance” through compliance module and ensuring the same in branches.
  + Ensuring of Welfare Activities (Sustainable activity, Arogya, Birthday, Calendar & Wedding) throughout the region with Co – Ordination of HO HRD.
  + MIS Management for all HR activities to track and maintain relevant records pertaining to Joining, EXIT, Disciplinary etc.
  + Organizing engagement activities as per calendar and ensuring sustainability and CSR activities as per plan.
  + FADV (First Advantage/Background Verification) coordination for verification of documents to scrutinize the fraudulent activities etc.,
  + Rewards & Recognition Implementation, Co – ordination and announcement monthly
  + Recruitment, PMS, CSR & engagement activities.

# Education

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Institute\University** | **Year of passing** | **Aggregate ( % )** |
| Master’s in Business Administration -HR & Finance | Sastra University | 2014 | First Class |
| Bachelor of Commerce | Guru Nanak College | 2012 | First Class |

**Internships**

**MBA PROJECTS:**

**Summer Internship Project:**

Financial Performance Analysis in EG Innovation Private Limited (Subsidiary of Sanmar Group)

**Capstone Project:**

A Study on Employee Job Satisfaction in Allsec Technologies Limited, a Listed Company

# Technical Experience

* SAP R3 - HR Module
* MS Office Package

# Awards / Certificates:

* + Winner in Paper Presentation in AMET University State Level Competition
  + Winner in Regional Cricket Sports Meet
  + Runners in Badminton Inter-departmental competition.

# Personal Profile

* Date of Birth : 20th Oct 1991
* Languages known : Tamil & English & Hindi (read & write)

**Job Seeker First Name / CV No: 1818402**

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