**AKHIL NAIR**

**MANAGERIAL LEVEL HR / TRAINING & DEVELOPMENT SPECIALIST**

*Employee centric approach in planning & conducting multiple training programs; managing the learning & professional development of the organizational workforce to improve the business processes with a consequent impact on organizational revenue & profitability*

*Results-driven professional, contributing towards the improvement of company’s brand value by undertaking the responsibility of upgrading the knowledge, competencies, skills & attitudes of the internal employees*

**◼ PROFILE SYNOPSIS**

* Aptitude in safeguarding the company's interests and strengthening the employer-employee relationship by leveraging the comprehensive & cross-cultural experience in proposing innovative HR approaches & solutions
* Proficient at ensuring the smooth running of company’s human resources activities and recruitment process by sustaining the effective employee relations and proper implementation of HR policies, programs & practices
* Demonstrated ability in maintaining the work structure by analysing & updating job requirements with job descriptions; providing oversight to the recruitment process
* Established credibility in creating win-win relationships with community & vendor resources along with independently overseeing the quality of delivered training sessions
* Expertise in understanding the evolving nature of diverse workforce complexities, legal obligations & business processes to attain set corporate / business goals within agreed budgetary norms & timelines
* An enterprising individual with excellent problem-solving and leadership skills in fast-paced environment while maintaining a high degree of accuracy & quality in guiding roles across tenure

**Over 4 years of experience in:**

Human Resources Management **|** Staffing & Recruitment **|** Training & Development **|** Internal Program / Module Development | Business Requirement Analysis **|** Recruitment Process **|** Staff Personality Development **|** Employee Knowledge Enhancements **|** Process Enhancements **|** Quality Assurance **|** Cost-Effective Solutions Delivery **|** Employee Relations | Vendor Management | Contract Labour Management | People Management | Liaison & Coordination

**CERTIFICATIONS:**

🞟 Train the Trainer (T3) Level 1 Certification from MetaMorf India, Bangalore

🞟 DGCA Certified Trainer on Dangerous Goods (Class 3) from Spice jet India Pvt. Ltd., Gurgaon

**◼ CAREER REVIEW**

**HR EXECUTIVE TRAINEE (Intern) ⯈** [**L&T Shared Service Centre**](http://www.larsentoubro.com)**, Pune April‘12 June ‘12**

**Key Deliverables:**

* **Contract Labour Management:** Evaluating the contract clauses to comply with the statutory provisions and monitoring the selection of contractors through agreed tendering process. Ensuring the proper fulfilment of joining formalities of contract employees and development of required documents procured by the vendors.
* **Auditing:** Conducting periodical audits (Internal & External) in close consultation with supervisors to ensure the meeting of compliance as per Contract Employee Act. Along with considering the legal requirements in regards to Contract labour in the company.
* **Manpower Need Analysis:** Organizing internal meetings with project managers & HR managers to identify the employee requirement in various department of the firm. Discussing the each employee data and performance with a view to plan the appropriate training sessions.
* **HR Activities Involvement:** Involved in preparing & maintaining basic data work and routine record keeping amongst employees. Responsible for scheduling walk-in interviews as well as organizing training & development programs for the internal staff.

**Project Handled:**

**Title**: Designing the Wage Matrix for Contract Labour on The Basis of Skill Matrix

**Accountabilities:**

* Engaged in wage matrix designing in accordance with skill sets of contractual employees in the firm
* Gathered relevant data concerned to requirements for systematic wage determination for contract employees
* Defined the skill matrix as per current manpower
* Assisted in the re-designing the on-boarding form to acquire further data at the time of recruitment

**SENIOR EXECUTIVE-TRAINER ⯈** [**W S Retail Services (Flipkart.com)**](http://www.flipkart.com)**, Pune Sep ’12 – Jun ‘15**

**Key Deliverables:**

* **Training & Development:** Acted as a Trainer (Learning & Development) for company’s logistics department (EKART Logistics) on new projects, adhering to overall company’s set policies & business ethics codes. Delivered inductions and training to newly joined logistics employees of Gujarat, Goa & Maharashtra. Analysed training need analysis on quarterly basis to design training modules as per training requirements and conducted monthly knowledge process test.

*Engaged in undertaking training sessions on: ERP (Enterprise Resource Planning) Training | Process Training | Behavioural Training | Induction Training | Project Training | Program Training*

* **Training Module Development:** Involved in the effective formulation & execution of training modules in close consultation with management. Revised the corporate training sessions at workplace by researching new technologies & methodologies with a focus to meet key training requirements and solve specific training problems.
* **Team Management:** Guided the concerned team on proper planning & execution of business process along with offered a support to the logistics team to provide product & service development solutions and sales solutions. Tracked the key metrics designed to measure & evaluate the performance of each team member.
* **Recruitment Assistance:** Assisted in HR Team, Pune region developing & implementing strategic initiatives for recruiting diverse talent across diverse professions. Ensured the timely meeting of staffing goals within multiple business units in close coordination with Hiring Manager, Business Leaders and other HR Managers.
* **Quality Assurance & Audits:** Conducted periodical audits to detect training gap after completion of trainings session. Monitored the quality assurance department for Pune region while working on process audit. Involved in providing feedback to stakeholders and applied the appropriate measures for process improvement.
* **Program Initiation:** Contributed to initiate the special program (Title: I am Happy) for employee welfare and conducted the interactive training session on the same

 **MANAGER-HR DEPARTMENT ⯈PRIYA CAPACITORS PVT.LTD. Pune Jun ’15 –Apr‘16**

**Key Deliverables:**

* **Recruitment:** Handling end to end recruitment for all the levels in the organization for on-roll and off- roll employees. Co-ordinating with third party for better recruitment solutions and better cost effective measures for the same.
* **Employee On-boarding:** Handing and overview the on boarding process in the organization and designing both collective and independent on boarding programs upon role and departmental expectations. Improving the on boarding process for better effectiveness and motivation.
* **Employee engagement:** Guiding the team on conducting periodical engagement programs, Analyzing the environment for better work life balance and evaluate the performance of each team member.
* **Vendor Management:** Handling Contract employee contractor for maintaining goal congruence and provided contractors with thorough explanation of benefits qualification required as per the description and responsibilities and advantages in timesheet completion, payroll reporting for their respective employees.

**◼ EDUCATION & CRENDETIALS**

**MBA (Human Resource)** 2013

*S.B. Patil Institute of Management, Pune*

**B. Com** 2011

*Manghanmal Udharam College of Commerce, Pune*

**XII** 2008

*Jai Hind Junior College*

Academic Engagements:Conducted & hosted varied college events, seminars & cultural activities and solely represented the college

**◼ PERSONAL DOSSIER**

Date of Birth: 25th August, 1990

Linguistic Proficiency: English, Hindi, Marathi and Malayalam

**Job Seeker First Name / CV No: 1825308**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

