**Kamal**

**E-Mail:** **kamal.380887@2freemail.com**

**Senior Human Resource Professional**

**10 + years of extensive experience in HR Operations, HR Coordinator and HR Support roles, spearheading HR Generalist functions, defining and implementing HR strategies, organization development and training & development.**

**Key Skills and Expertise**

**HR Operations ~ HR Coordinator, Support & Generalist ~ Offer Letter Process ~ On-boarding & Induction ~ Background Verification ~ Learning & Development ~ Corporate & Strategic HR Business ~ Benefits Administration.**

**Profile Summary**

* Worked as Staffing Specialist; heading Human Resource Generalist functions for the business unit, including training and On-boarding/Induction, performance management, retention & development and Background Verification.
* Demonstrated expertise in driving and deploying global learning initiatives adapting to local needs with high level of collaboration.
* Provided effective HR leadership to the business for implementation of HR strategies in-line with business requirements, managed full range of HR services to support the overall business strategy of the company.
* Designed and implemented a holistic HR strategy to meet short term & long term business challenges with focus on the following key areas such as talent & leadership, culture & values, engagement & connect, supervisory capability, productivity & cost.
* Dynamic team leader capable of analyzing alternatives and identifying tough choices while communicating the total value of benefit and compensation packages to senior level executives and employees.

**Education**

* BAL., LL.B.,(Law) from R Lakshmana Shetty Law College, Davangere, Karnataka in November 2001
* HSC (PCMB) from M Basavaiah Residential College, Sirigere, Karnataka in June 1996
* SSC from B Lingaiah Residential College, Sirigere, Karnataka in May 1994

**Career Highlights**

* Worked at GE India Industrial Pvt Ltd, Bangalore, From April 2013 Till November 2017
* Worked at Mphasis Ltd, From January 2007 Till April 2012

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| **Work Experience** |  |
| **Senior Operations Executive - HR** | **April 2013 - November 2017** |
| **GE India Industrial Pvt Ltd., Bangalore,** |  |

**On-boarding/Induction & Joining Formalities:**

* Offer Letters/Appointment Letters: Responsible for preparing and issuing offer letters.
* On-boarding/Induction: To On-board the shortlisted candidates within the process timelines.
* Co-ordinate with the Recruitment Team, HR Managers and Hiring Managers for offer release.
* Enabling On-boarding/Induction, Employee ID creation, PC/Laptop/Desk Phone allocation and other IT assets.

**Background Verification Process:**

* Screening Documents and Initiating Background check, follow-up with third party (Vendor) to get the Background Verification cleared within process deadlines.
* Address employee queries with respect to Background Verification.
* Co-ordinate with the HR Managers/Hiring Mangers and follow up with the candidates/employees for closing insufficiencies of the documents, and uploading Background Verification Reports in GE portal.
* Responsible for follow-up and closure of the Background Verification of employees.
* Generate and Maintain periodic reports on Background Verification, On-boarding and appointment letters.

**Senior Officer - HR**

**Mphasis Ltd., Bangalore, Karnataka**

**January 2007- April 2012**

**Roles and Responsibilities:**

* Issuing Offer Letters to Onsite and Offshore employees: Service/relieving/Experience, Recovery, Away Without Information (AWOI)/No Call No Show (NCNS), Warning/Termination, Visa, Invitation, Work-Permit, Bona-fide, Employee Contract, International transfer/relocation, Employment verification, employment, skill-set, sponsorship letters, resignation acceptance, bank account opening, reference letters for Permanent residence in Onsite etc.,
* Background Verification of Current and Ex-employees: To verify the current employees’/ex-employees’ details as per the data-base, authentication of documents (relieving and experience/service letters).
* Managing Team’s Escalation: Handled a team and assigning Work Schedule, Generation of team’s activity report and assigning work task. Publishing queries report pertaining to all locations (across India and Onsite) on weekly and monthly basis. Conducting team meetings at the end of every week, monitoring performances and sharing feedback to the team.
* Statutory Queries: Provident Fund and Gratuity, New Account Creation, Withdrawal, Transfer-In, Transfer-Out, Loans, Addition/Deletion of nomination, Provident Fund Vendor Management and Gratuity Related issues.
* Payroll Issues: Loss of pay, Attendance, Leave Management and payroll related query resolution.

**Personal Interests**

* Reading Books, Newspapers & Magazines
* Watching current affairs debates on TV
* Listening to music.

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|  |  | **Personal Details** |
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| ➢ | Marital Status | :Single |
| ➢ | Birthday | :December 11, 1977 |
| ➢ | Nationality | :Indian |
| ➢ | Gender | :Male |
| ➢ | Languages | :English, Hindi, Marathi & Kannada |

**Declaration:**

I hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.