*KELVIN*

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# Exploring a senior position in Talent Management/Human Resource Management/Training & Development with an organization of repute.



***Career Overview***

A seasoned HR professional with wide exposure to Human Resourced function spanning from Recruitment to Exit, HR operations, Legal Compliances and Audits. Overall 13 years of experience has given me the ability and confidence to take up challenging responsibilities. However, I am always eager and open for new learning which will further help me shape up my career and make me ready for higher HR roles.

***Proficiency Forte***

**Talent Management:**

* Creating a Pool of Talent within the organization to take up critical positions within the organization and make sure that there is a motivated workforce.

**Manpower planning, Hiring and On-boarding:**

* Make sure there are right number of people with required skills sets available in the organization based on its expansion plans and attrition. However, overall objective is to retain the skilled resource and ramp up the required resources.

**Performance Appraisal:**

* Aligning the people objectives to Organizations objectives using a proven method of goal setting followed by midyear and annual review which will be linked to rewards & growth.

**Training and Development:**

* Ensure the needed developmental needs are identified through formal review process and accordingly arrange to execute the same to the identified employees and identify the effectiveness.

**Employee Relationship Management:**

* Connecting to the employees with effective HR process like grievance procedure, HR Operations, communications and over & above all understanding and respecting the HUMAN factor.

***Career Contour***

***Primary Challenges:***

* Leading the HR Department with successful and motivated team of 4 members.
* Effectively contribute towards development of the organization and drive a performance oriented culture.
* Effectively implement the new policies and add further value to the organization effectiveness.
* Workforce planning and budgeting.
* Recruitment, joining formalities, Induction and Exit formalities
* Goal setting and Performance Review.
* Developing cross functional teams to take up special projects.
* Maintain and update the HRMIS for smooth HR operations and required compliances in JAFZA.
* Continuous monitoring and improvement of HR processes
* Lessoning with Government authorities for compliances.
* Complying with Internal & External Audits.

***Noteworthy Accomplishments:***

* Evolved Job Descriptions for all positions.
* Evolved robust Org structure with clear line of reporting.
* Implemented Monthly Reward and Recognition program to recognize good performance.
* Implemented Induction programs up to the operator level.
* Introduced KRA based PMS with Salary correction exercise for paper & label production up to AM/Supervisor Level.
* Rolled out policies such as Employee Grievance redressed, Health, Hygiene and Safety, Loose objects & Glass, Annual leave, Foreign Travel (Under Scrutiny), Vehicle & Petrol (Under Scrutiny).
* Career Path Mapping for Operators.
* Recruited - lateral as well as Campus candidates.
* Deployed Employee Engagement programs.
* Formulated HR Budget.
* Streamlined HR Operations Management (Employee Life Cycle) & overlook the JAFZA and immigration matter.
* Training Calendar based on TNI during Appraisals (in Process)
* Salary Correction exercise at operator levels in both Paper & Label.
* Annual Increments & Promotion based on appraisals.
* Successfully participated in audits for CSR Label, Customers, ISO & timely Legal compliances.

***Primary Competence***

* Hiring candidates from appropriate sources with necessary cost controls and promptly completing the on boarding and induction process to help the new journeys adapt the organization and get productive as soon as possible.
* Liaising with external agencies for recruitment and training programs. Successfully coordinated and imparted ERP End users training on Systems without much supervision.
* Formulating and implementing the Performance management System from Grade 1 to Grade 6. Training people on the new changes incorporated, deadlines of submission, procedure of assessment etc.
* Ensuring that the appraisal meeting is conducted in all departments on time with strict time lines.
* Providing a chance to employees to understand the organization needs and give a chance to perform and recognize through Quarterly Employee Reward Scheme.
* Identifying gaps in performance through a formal procedure and filled in the gaps through appropriate training interventions.
* Initiate appropriate Employee Engagement programs as and when needed to motivate and retain hi pots.

**Noteworthy Accomplishments:**

* Took structured and meticulous approach in formulating and scheduling induction program for Campus recruits. Managed lateral hiring approximately within 55 days of receiving approval for new recruit. Pre-employment checks and on boarding was completed within given timeframe to help make the joining process easy. Designed the induction program for Lateral Journeys and accordingly made necessary arrangements administratively with necessary controls over the cost and duration.
* Also arranged detailed induction program for Expats around the Globe in Huhtamaki.
* Successfully developed the HR Manual needed to streamline HR function and a quick reference book for HR personnel within the organization. The same to be used for quality procedures audit (9001:2008).
* Demonstrated professional excellence in creating a Communication cell, ‘Sampark’ of cross functional team who voluntarily organize and coordinate various companywide initiatives like ERP and Six Sigma Via bulletin board, workshops, mails and hand-outs as a part of change management drive.
* Worked on special project involving reengineering of the Performance Management System. Redesigned the evaluation form and desired competencies of the organization. Derived the objective setting from Grade 6 up to Grade 1 (Using MBO Approach).
* Participated in identifying and implementing an HRIS Technology within the company for moving the HR department to an hi-end online system. (Adrenalin shortlisted)
* Actively involved in the Talent Management intervention. Worked on creating training programs for identified hi pots and developing them in to 2nd line for critical positions.
* Key member of a cross functional team called ‘Sampark’ which communicated the CEO’s message to entire organization using multimedia; it was a remarkable achievement and rewarded for the same. I have taken the complete responsibility of the bulletin board and display articles on Business Excellence initiatives. Communicate via emails on various programs and initiatives driven at various units.
* Recognised for devising a reward & Recognition program for individual achievers and Team achievers known as PPL Star of the quarter and PPL Team of the quarter independently.
* Created templates and forms for various HR interventions like 360 Degree Appraisals, Training Feedback Forms, Appraisal forms etc.
* Holds the distinction of creating a training plan for supply chain, Sales and Marketing groups after analysing the business requirements and behavioural patterns of the employees in their current assignment.
* Started a library for books on various topics both technical and non-technical for employees to refer and benefit at work and at home.

**Composite Technologies Company Ltd., DUBAI: Aug’014-Dec’ TILL DATE**

**HR DEPAR’T**

***Primary Challenges****:*

* Execute human resource development projects and strengthens the HR function, talent acquisition, design and execute talent identification, Performance Management System and retention program under senior management guidance.
* Interact with employees and understand their views on HR related issues & resolve them.
* Maintain training documents and records as per ISO Standards.

**Noteworthy Accomplishments:**

* Effectively worked on the Talent Management programme for Assistant Vice President to Assistant Manager Level.
* Recruited people needed from appropriate sources keeping the cost as minimum as possible.
* Instrumental in formulating corporate HR policy (3 policies) and communicated across all units.
* Designed the Performance Appraisal form and Goal setting sheet. Developed Unit wise KRA’s for Performance Evaluation for the top level. Action plan of the Top management were broken down into Departmental KRA’s and Individual KRA’s (up to Asst. Manager Level) involving the HOD’s.
* Effectively imparted training on appraisals to HOD’s along with timeline confirmation for completion of the process. On receiving the duly filled form, the database of ratings of every individual was evaluated, collated and forwarded to HR Head to take the decision on performance linked increments in salary.
* Pivotal in organising and conducting Leadership Development program for identified internal talent through a formal review process.
* Imparted training of behavioural skills training to junior engineers and staff.
* Performing distance recruitments and follow ups

**Hill & Associates (I) Private Ltd. CHINA: Feb’011-Jun’013**

**Associate - NIGERIA Branch**

***Primary Challenges****:*

* Administer Branch HR activities including in-house recruitment, training, welfare and annual performance evaluation using objective setting and review methodology.
* Coordinate with Govt. authorities and universities for getting confirmation of the personal data of candidates.
* Develop customer database, generated MIS reports.
* Develop and administer a cohesive administration team.

**Noteworthy Accomplishments:**

* Leveraged skills and abilities in developing various database, MIS and shortcuts to improve the recruitment process and saved on costs.
* Voluntarily participated in development of in-house Software.
* Effectively conducted “Pre-Employment Screening”, screened the resumes of the candidates joining client companies. Crosschecked various employment and education credentials and thereby offered insights to the clients, helped clients to select the right candidates.
* Took structured and meticulous approach in conducting in house induction training and performance improvement programme for Junior Associates.
* Cultivated cohesive relationships amongst the staff through Office outings and parties.
* Demonstrated skills in managing the entire branch HR related activities with responsibility and within time frames. Data on the same was reported on monthly basis to HO.



***Preceding Assignment***

**RECRUITMENT AND SELECTION FORMATIOON OFFICER IN EYUMOJOCK RURAL COUNCIL SUB-DIVISION.**



***Academia***

* **DIPLOMA (Human Resources Management and Behavioural Science) from** NATIONAL ACADEMY Institute of Business Management Studies in May 20166 with CGPA 2.9 out of 4.
* **B-TECH in Common laws and Labour affairs, BUEA University. In 2012-13.**
* **HIGHER PROFESSIONAL DIPLOMA IN BUSINESS MANANGEMENT (HPD)** BUEA University in 2010-2012.



***Professional Training Attended:***

* Portfolio and time Management and Reward Systems.
* ISO Quality Management System.
* Training on Talent Management by Employer's relationship group specialist.



***IT Skills***

* Well versed with MS Office, Google mailbox, Outlook Express & Lotus Noteswith Internet Applications.



***Personal Vitae***

**Date of Birth** : **12th September 1992**

**Linguistic Ability :** English and French