

# Praveenkumar.G

[mail4hr7@gmail.com](mailto:mail4hr7@gmail.com) +91-9600965783

## Human Resource Management Talent Acquisition | Vendor Management

### Key Skills

Talent Acquisition

End to End Recruitment

Global Hiring

Client Handling

Hr Budgeting & Cost Control

Succession Planning

Employee Relations & Welfare

Team Handling

Stake Holder Management

HR Metrics and reporting

Vendor Management

Policy Framing

Finance Management

Performance Management

Negotiations

Grievances Handling

Employee engagement

HR Systems and Technology

### Profile Summary

- Performance-driven professional with **over a decade of rich & extensive experience** in devising and effectuating HR activities, along with introduction of right practices in alignment with business.
- As a **Talent Acquisition Manager**, attract, identify, and hire qualified candidates for open positions within an organization. Involves developing and executing effective recruitment strategies to meet the company's staffing needs.
- **Strong HR Specialist** with experience in **managing HR systems with skills in maintaining harmonious relations** among management & employees; expertise in **driving change management** for bringing technological and effective people management advantage to the business.
- Expertise in **formulating & benchmarking functional best practices** to focus on development to meet present & future goals and mission set by the organization.
- Managing of the **50+ vendors** regarding all kind of hirings.
- Develop and implement effective **onboarding programs** to ensure new employees have a smooth transition into the organization. Provide orientation, facilitate paperwork completion, and conduct introductions to key team members and company policies.
- Approachable leader with skills in **bridging gap between managers & employees** by resolving matters pertaining to performance & development plans, employee conduct, employee management issues, salaries and benefits as well as policies.
- Rich exposure in **planning human resource requirements** in consultation with heads of different functional & operational areas and conducting selection interviews.
- **A people strategist & a situational leader** who is efficient in evolving a culture for motivating employees, molding them into good corporate and social citizens as well as guiding them towards the achievement of organizational objectives.

### Education

- ⇒ **B.Com.** from Hindustan College of Arts and Science from Bharathiar University.
- ⇒ **Certified Human Resource Management Professional- HRBP Advanced** from CHRMP.
- ⇒ **PGDCA - Post Graduate Diploma in Computer Application** from Spark Computer education.

## Employment Details

**Talent Acquisition(Vendor Manager)- Artech info systems,  
Client(Capgemini Engineering),  
December'21 to May'23**

**HR Manager & Consultant - Smitiv Mobile Technologies,  
Aug'18 to Sep'20**

**Executive - HR & Administration - Intellectyx Data Science,  
Apr'16 to Jul'18**

**Human Resource Executive - Inttelix Security Solutions,  
Apr'12 to Nov'15**

### Roles & Responsibility:

- ⇒ Experienced in **global hiring** ( India, Singapore, Malaysia, Israel, Russia, Japan, Germany, Ukraine, SA, US, China, etc.,).
- ⇒ Experienced in **Handling clients globally**( India, Singapore, Malaysia, South Africa, US and China).
- ⇒ Managing the **recruitment life-cycle** for sourcing the best talent from diverse sources after identification of manpower requirements for new / existing departments.
- ⇒ Experienced in **bulk hiring** of candidates through campus interview, conducting regular walk-ins and using job portals.
- ⇒ Experienced in discussions with the business team to understand the hiring demands like skills and budget.
- ⇒ Experienced in new **vendor empanelment** process like proposal comparison, vendor margin negotiation and agreements.
- ⇒ Experienced in **handling of 50+ Vendors in hiring** and make sure the demands are closed on time.
- ⇒ Streamline **HR operations** like leave, attendance, onboarding, exit management, benefits administration, HR analytics and budgets to deliver best in class employee services.
- ⇒ Evaluating current **vendor management** programs and identifying ways to improve the performance of approved vendors.
- ⇒ **Succession planning** in:
  - Identifying critical positions and highlighting potential vacancies.
  - Selecting key competencies and skills necessary for business continuity.
  - Focusing development of individuals to meet future business needs.
- ⇒ Determined **training** needs of employees to enhance the operational efficiency leading to increased productivity.
- ⇒ Conceptualized **policies for effective management** of available human resources and development of human capital across the organization.
- ⇒ Collaborated with:
  - **Stakeholders** while keeping them informed of progress and issues in order to manage expectations on all requirements and deliverables.
- ⇒ Experienced in **payroll processing** and releasing salaries for the employees.
- ⇒ Experienced in using Human Resource and Financial Tools like **HRMS, VMS, ZOHO, Trello, GreytHr, Tally and CRM.**
- ⇒ Organized **employee engagements** and ensuring prompt resolution of employee grievances & maintaining cordial employee relations.
- ⇒ Developed & executed high-level human resource strategies, made high-stake decisions and overcome complex business challenges using experience-backed judgment, strong work ethics and irreproachable integrity.

- ⇒ Supported long-term business goals with a **strategic HR framework** around the key elements of attract, retain, build, engage, excite and transform.
- ⇒ Advised the management team on critical issues such as culture, productivity, talent and employee management trends through HR metrics and reporting.
- ⇒ Engaged in defining **KPIs/Goals** to facilitate PMS; monitoring performance, identifying skill gaps and facilitating learning & capability building programs for performance enhancement.
- ⇒ Made sure effective generation of **MIS reports** on manpower, recruitment status, attrition reports, headcount, annual HR budget and daily manpower report for assisting in decision-making.
- ⇒ Handling **bank account opening** for employees and coordinating with bank officials for document submission and other procedures as and when required.
- ⇒ Administered upkeep of office administrative facilities and ensure availability of daily miscellaneous requirements to provide good work culture to employees.
- ⇒ **Employee engagement and grievance** handling through Interact with employees of the company on Administration related issues, employee safety, welfare, wellness and health.

## Personal Details

- ⇒ **Contact Address:** Whitefield, Bengaluru, 560066
- ⇒ **Languages Known:** English, Tamil, Malayalam and Hindi.

**(Praveenkumar.G)**