**SHIV SHANKAR BORA**



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**Personal Particulars:**

**Date of Birth**: 28-07-1994| **Nationality**: Indian | **Gender**: Male

**Permanent/Present Address**: Bangalore, India

**CAREER SNAPSHOT**

* Dynamic and detail-centric HR professional with over 8 years of comprehensive experience in **Talent Acquisition, HR Business Partnering, and HR Operations**.
* Proficient in **driving organizational growth** and **reducing hiring costs** through **strategic recruitment** and effective team leadership.
* Well-versed in **onboarding process enhancement** and **employee engagement**, resulting in **higher employee satisfaction**.
* Competent at **developing and implementing HR policies**, **performance management systems**, and **CSR initiatives**.
* Acquainted at **managing stakeholder** and **vendor relationships**, ensuring efficient **talent acquisition and HR operations**.
* Adroit with strong leadership abilities with experience in **scaling organizations**, **managing HR processes** across multiple locations, and **leading HR teams** to success.

**CORE COMPETENCIES**

Leadership | Talent Management | Talent Acquisition | Induction and Onboarding | Sourcing | Employee Engagement | File and Records Management | Payroll Management | Performance Management | HRMS | Policy Creation and Implementation | Statutory and Compliance | Mercer Benchmarking | OKR Implementation | HR Operations | Employee Engagement | Leadership and Team Management | Stakeholder Management | Compensation and Benefits | CSR Initiatives | Employer Branding | HR Automation | Zing HR | Darwin Box | Keka HR | People Soft | Taleo | Internal RMS System |

**WORK EXPERIENCE**

**Samsung Electromechanics Software, Bangalore, India | HR Manager | Nov 2021 – Till Date**

**Talent Acquisition:**

* Leading the Recruitment Function for the R&D center, overseeing the entire strategy from sourcing to hiring.
* Accountable for Employer Branding and improving employee experience.
* Aligning resource plans with business needs.
* Leading the campus recruitment strategy and managing employee onboarding processes in accordance with regulations.
* Design, implement, and evaluate learning and development programs to enhance employee skills and competencies.
* Ensure training programs align with organizational goals and employee career aspirations.
* Gather data from various HR systems and sources to maintain accurate and comprehensive employee records.
* Analyze HR data to identify trends, patterns, and insights related to employee performance, engagement, retention, and turnover.

**HR Strategy & HR Operations:**

* Conducting compensation benchmarking and market mapping.
* Developing strategies for employee engagement and retention.
* Creating a talent acquisition strategy, including training new interviewers and optimizing recruitment processes for efficient turnaround times.
* Ensuring the overall productivity of the recruitment team and managing relationships with stakeholders and vendors.

**CSR & New Initiatives:**

* Helping to develop, manage, and modify social responsibility policies.
* Promoting the company’s social responsibility commitments through marketing efforts to increase public awareness.
* Conveying the social responsibility policies of the company to both internal and external audiences.
* Organizing research on best practices and building connections with other organizations.
* Ensuring that company policies comply with legal and commercial standards.

**Performance Management:**

* Participated in the comprehensive implementation of the Performance Management System (PMS), encompassing goal setting and a quarterly review system.
* Oversaw the entire appraisal process and conducted individual discussions with employees.

**Employee Engagement:**

* Leading initiatives to enhance the workplace environment and planning annual engagement events.
* Facilitating one-on-one meetings with employees and administering Net Promoter Score (NPS) surveys to gauge employee satisfaction.

**HR Process & Policies:**

* Creating and updating documentation and policies for HR processes.
* Ensuring that HR processes comply with both organizational objectives and legal standards.
* Enforcing HR policies regarding recruitment, employee engagement, performance management, and corporate social responsibility (CSR) activities.

**Bonito Designs Pvt Ltd, Bengaluru, India | HR Manager | Nov 2018 – Sept 2021**

**Recruitment Management:**

* Designed and implemented comprehensive recruitment strategies, processes, and procedures to improve talent acquisition across the company.
* Effectively introduced and utilized the Darwin Box applicant tracking system, enhancing both user and candidate experiences.
* Built and maintained strong relationships with key executives and hiring managers across various departments.
* Oversaw and updated all job board postings to ensure information was accurate and current.
* Worked with consultants, senior management, and employees to develop a new Employment Brand.
* Oversaw relationships with agencies and vendors to optimize talent acquisition and innovative staffing solutions.

**Sourcing & Candidate Engagement:**

* Launched, suggested, and executed promotional and media strategies to draw in prospective candidates.
* Utilized internet data mining, professional networking, and techniques for sourcing passive candidates.
* Showcased expertise in using social media platforms and recruiting tools like Naukri, Indeed, IIM Jobs, and Instahyre.
* Performed reference checks, employment verifications, and administered assessments to guarantee high-quality hires.

**Candidate Management:**

* Introduced candidates to hiring managers, arranged interview schedules, and handled the offer process, including salary suggestions and extending offers.
* Maintained a steady influx of diverse candidates to create a strong pipeline for multiple positions.
* Worked efficiently within team environments throughout the entire recruitment process.

**Performance Management & OKR Implementation:**

* Spearheaded the creation and deployment of performance management systems, setting up key performance indicators (KPIs) and objectives and key results (OKRs) frameworks.
* Formulated and implemented strategies to synchronize employee goals with company objectives, promoting a culture of high performance.
* Performed routine performance reviews, offering feedback and guidance to employees to support their professional growth.
* Tracked and evaluated employee performance in relation to established goals, pinpointing areas for enhancement and commendation.
* Organized training sessions and workshops on performance management and OKR implementation for staff and managers to ensure comprehension and alignment with company aims.

**Stakeholder & Investor Management:**

* Built and sustained professional connections with stakeholders and investors, including directors and their teams.
* Kept stakeholders and investors informed through consistent communication and updates on recruitment, performance management, and organizational activities.
* Responded quickly and efficiently to stakeholder and investor questions and concerns, maintaining transparency and alignment with organizational goals.
* Worked together with stakeholders and investors to grasp their needs and expectations, integrating their feedback into recruitment and performance management plans.
* Delivered updates and insights on recruitment and performance management to stakeholders and investors, showcasing organizational progress and successes.

**Vinfinet Technologies India Pvt Ltd, Bengaluru, India | HR Manager | Jan 2018 – Oct 2018**

* Maintain up-to-date employment records, process necessary paperwork, and apply HR policies and regulations.
* Manage the hiring process, inform applicants of job specifics, and address any employee relations concerns.
* Plan and execute orientations for new hires, keep HR documents organized, and formulate personnel policies.
* Work with management to establish HR procedures, evaluate applications, and perform background checks.
* Leverage recruitment platforms such as Naukri, Indeed, Shine, LinkedIn, and Facebook, and conduct consultancy and institutional hiring.
* Coordinate recruitment events and job fairs, overseeing the recruitment process in its entirety.
* Create and implement organizational policies and training initiatives.
* Develop effective interview techniques and psychological assessments for employee selection.
* Identify training needs, facilitate organizational development programs, and assess employee performance.
* Oversee the onboarding process, generate employee IDs, and send welcome emails.
* Explain HR policies and procedures to new employees, verify documentation, and assist with completing forms.
* Manage payroll information, handle vendor interactions, and ensure new employees feel welcomed.
* Foster positive employee relationships, resolve issues, and provide guidance on HR policies.
* Monitor workforce and succession planning, identify training requirements, and assess training programs.
* Serve as the primary HR contact across India, manage assets, organize team-building activities, and handle payroll and leave management.
* Develop performance management strategies, participate in setting goals, and contribute to organizational objectives.
* Conduct exit interviews, manage exit procedures, finalize settlements, and issue experience or relieving letters.

**Quess Corp (Dep to Digit Insurance), Bangalore, India | HR Executive (On Contract) | July 2017 – Dec 2017**

HR Operations:

* Managing HR operations across all of India, including onboarding new employees, engaging with staff, maintaining HR documentation, and conducting background checks.
* Overseeing the hiring process for non-technical roles in contact centers.
* Participating in the complete implementation of HR management systems (HRMS).

**Concentrix Technologies, Bangalore, India | HR Executive | Nov 2015 - July 2017**

* Handled on-boarding process & engagement of employees.
* Managed the bulk hiring of potential candidates.

**EDUCATION**

* Bachelor of Technology from Uttrakhand Technical University, Dehradun, India in July 2011 – Oct 2015

**CERTIFICATIONS TRAINING**

* Diploma in HR from Alison in July 2017 – July 2019
* Diploma in HR Talent Acquisition from Alison in April 2020
* Diploma in Power BI from Udemy
* Certification in Chat GPT for HR from Udemy

**REWARDS & RECOGNITIONS**

Best Onboarding HR (Pan India) in Concentrix Technologies

Top Performer in HR in Bonito Designs

**ACHIEVEMENTS**

