



**SUGUMARAN THANGAVELU**

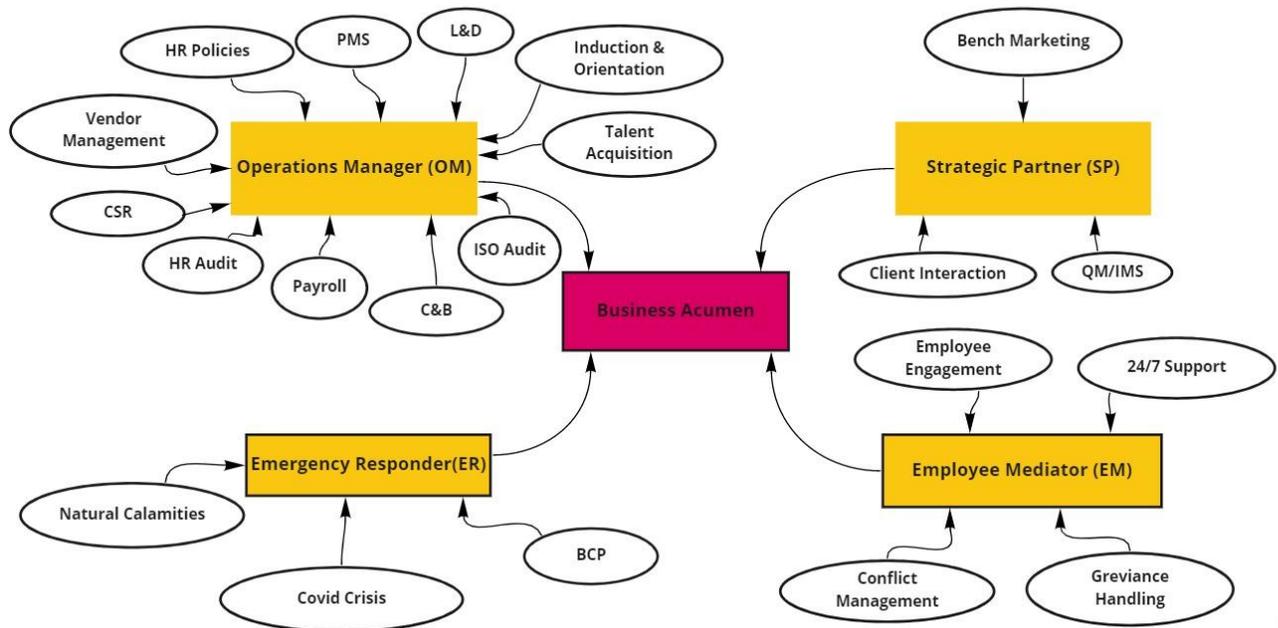
**Sr. HR Manager**

**DOB:** 17-Jun-1982

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### Professional Summary:

Masters in Human Resource with over 15 years of comprehensive experience in Human Resource Management entailing Talent Acquisition and Management, Employee Life Cycle, Performance Management, Employee Engagement, Payroll, Training, and Development, Onboarding, HR Operations, Attrition Control. I am very much passionate about my profession.

- Track record of delivering an effective and value-added recruitment strategy and ensuring its contribution towards the HR strategy, ensuring that recruitment procedures support the business objectives. Proven record for bulk and lateral hiring
- Demonstrated Leadership with abilities in smooth implementation of HR Policies for Manpower Planning, Performance Management System, Recruitment, Selection and Training of Employees.
- Spearheaded efforts in maintaining harmonious relations among management and employees through efficient administration and resolution of Employee Grievances. Involved in integration of two cultures during the acquisition of another company.

- Increased employee satisfaction level by advocating for expressed needs. Gradually reduced the attrition rate. The retention rate has been increased by retaining all the valuable, talented tenured employees. Implemented leave management system and pay cycle cut-off period to seamlessly ease the payroll process.
- Implemented ISO process, by maintaining the ISO standards we have attained the certifications, in Quality Management System and Information Security Management System, 9001:2015 & 27001:2013 respectively.
- Conducted different training programs from a variety of talented external trainers on a diverse spectrum of expertise.

## ACHIEVEMENTS

- “Vintage Award” in the year 2014 from Infoplus Technologies
- “Mr. Professional Award” in the year 2013 from Infoplus Technologies
- “Excellence Award” in the year 2019 from KRG Technologies

## SKILL SET

- Manpower Planning
- Talent Acquisition and Management
- Compensation and Benefits
- Organizational Development
- Performance Assessment
- Vendor Management
- Employee Rewards and Recognitions
- Employee Engagement

## PROFESSIONAL EXPERIENCE:

**SPAN Technology Services Pvt Ltd.,**  
**Sr. Manager - HR**

**Jan 2021 - April 2021**

**Reported to Managing Director**

Founded in 2010, software product company, design and develop products that lead the market

Contract Position - I was mainly recruited for campus connect

### Roles & Responsibilities

- Heading the TA, HR, Admin departments, taking care of the entire gamut of HR functions across SPAN units (Chennai & CBE), handling a Three-member team.
- Successfully connected with Tier1 colleges for the bulk hiring (campus drive), recruited 75+ students from the college

**KRG Technologies India Pvt. Ltd.,**  
**Manager – HR**

**April 2017 - Dec 2020**

**Reported to CTO, CFO & CEO**

Founded in 2005, a Microsoft Certified Partner Specialized in providing Microsoft Technology-based solutions and staffing services to customers in the US. Our Parent company in the US was founded in 2003, known as KRG Technologies Inc., a US\$100 million company with around 650 in headcount specialized in staffing, consulting, and application development

**Roles & Responsibilities:**

- Headed the TA, HR, Admin department, taking care of the entire gamut of HR functions across KRG units (Chennai & CBE), and handled a four-member team.
- Implemented ISO process, by maintaining the ISO standards for Quality Management System and Information Security Management System, we attained the certifications, 9001:2015 & 27001:2013
- Implemented automated process in all aspects to ease the operations, especially in this new normal condition
- Implemented HRMS & LMS successfully
- Organized & executed training programs based on needs identified by the managers.
- Responsible for revamping the whole HR policies and procedures. Successful in executing all the processes precisely without any aberration.
- Responsible for handling performance assessment seamlessly across all the units.
- Fashioned a CSR committee named a division as “Nizhal” and helped the society on their basic needs.
- Authorized signatory for all the letters from entry to exit.
- Headed the Campus Recruitment Panel, which implicates the presentation and selection process. Steered hundreds of campus drives for bulk hiring.
- Responsible for Statutory compliances (ESI, PF, Gratuity) and direct tax.
- Initiated quarterly Magazine, Yearbook, Daily Headlines on the current affairs, Created WhatsApp group across the units to engage employees in the monthly activities.
- Formed a committee for Fun Friday, Annual meetings, Day’s out, Organizing the Town-hall Meetings, quarterly reviews, and meetings.
- Attending promptly to grievances/issues raised by the employees across the units with respect to HR operations. Introducing rewards & recognitions program, weekly, monthly, quarterly, and annually.
- Achievements - Received an Excellence award for relevant initiation and implementation of ISO in 2019

**Infoplus Technologies Pvt. Ltd., Chennai****Aug 2007 - April 2017****Assistant Manager – HR****Reported to Director**

Born in 2000, Infoplus Technologies UK Ltd is a forward-looking Information technology company focused on building products, services, staffing, consulting, and digital transformation, needed for next-generation, Headquartered at Borehamwood, United Kingdom

**Roles & Responsibilities:**

- Headed the Talent Acquisition Group, End to End Recruitment process, and ensured strategic results. Provided HR support across Infoplus units, handled a team of 5 members. Responsible for bulk hiring and lateral hiring
- Organized & executed training programs based on needs identified by the managers.
- Training and Development include identifying training programs, preparing a training calendar, identifying trainers. Conducted behavioral sessions for the new recruits.
- Responsible for implementation of performance assessment seamlessly across all the units. Spearheaded the team on Employee Record Management, Quarterly MIS reports.
- Completely responsible for all the letters right from preparing the entry-level appointment letters to exit level relieving letters.
- Streamlined the leave management by the portal
- Responsible for Statutory compliances (ESI, PF) and direct tax.
- Handled UK Work Permit process. Guide the candidates throughout the visa process from filing the visa to onboarding UK office
- Headed the ISO process as an MR on implementing the Quality Management System.

- Formulated competency matrix across all bands and enabled employee ranking based on the technical and behavioral competencies displayed and initiated coaching for associates to enhance the competencies.
- Conducted various employee engagement programs
- Involved in integration of two cultures during the acquisition of another company.
- Responsible for reducing the attrition rate by counseling employees.
- Achievements - Mr. Professional Award & Vintage Award

**Cache Next Generation, Chennai**  
**Sr. IT Recruiter (US Recruitment)**

**Dec 2006 – Aug 2007**

**Reported to CEO**

Founded in 2003, Headquartered in Hilliard, OH – Staffing and consulting solutions

**Roles & Responsibilities:**

- Primarily get the requirements from preferred vendors or direct clients.
- Check the resume in the database for the relevant match if I have. If not the search online on search engines like Dice, Monster UK.
- Negotiate the Rate with the consultant & getting a Pre-Interview Agreement signed by the consultant
- Handling Bench marketing
- Technologies handled like, WAS, JAVA, ORACLE
- Major Clients are JPMC, IBM

**Savvysoft technologies Pvt. Ltd. Chennai.**  
**IT Recruiter (US Recruitment)**

**Feb 2006 – Dec 2006**

**Reported to Manager**

Founded in 1999, Savvysoft is one of the pioneer company in US staffing, especially in southern India, the parent company - Viva USA, Headquartered in Illinois, US

Initiated my recruitment carrier with this organization. Worked as a trainee for some time, then promoted as a recruiter within a short span of time.

**Responsibilities:**

- Sourcing, Screening, and Negotiation
- Used Portals: Dice.Com, Monster, Computer Jobs, Nettemps, yahoo hot Jobs, Careerbuilder
- Did hiring for Caterpillar, AT&T, Accenture, WAMU, General Mills, Procter & Gamble

**EBM – Nadi international Pvt. Ltd. Chennai.**  
**Sales Engineer**

**Oct 2005 – Feb 2006**

**Reported to Southern Head**

Founded in 1996, Manufacturers and Exporters of Compact Fans, Axial Fans, Centrifugal Blowers, Radial Fans, Hot Air Blowers, Motors, EC Fans

**Responsibilities:**

- Created the new customers and followed up calls with the existing customers. • Handled the call from Main Office (Germany) for any technical queries.
- Selected the Fan model according to the customer's specification.

**QUALIFICATION:**

- Masters in Human Resource, Tamil Nadu Open University, (Calendar year – Dec 2013)
- Bachelors in Business Administration, Tamil Nadu Open University, (Calendar year – Dec 2010)
- Diploma in Electronics and Communication from Hindustan Institute of Engineering and Technology (2001 - 2004 Dec)

**LANGUAGES KNOWN:**

- English - Proficient
- Tamil – Native speaker
- **Hindi - Intermediate (Writing & Reading)**

**PERSONAL DETAILS:**

Name: Sugumaran Thangavelu  
Father's Name: S. K. Thangavelu  
Nationality: Indian  
Gender: Male  
Marital Status: Married  
Passport: Yes  
Willing to relocate: Yes  
Current Location: Chennai

**DECLARATION**

I hereby declare that the above-mentioned particulars are true and genuine to the best of my knowledge and belief.

**-Sugumaran Thangavelu**