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VETTRIVEL K

Self-Driven and Goal oriented who has a passion for translating business vision into HR initiatives that improve performance, profitability, growth, and employee engagement. Empowering leader who supports companies and top executives with a unique perspective and appreciation that human capital is every organization's greatest asset. Genuine influencer who thrives on tough challenges and translates visions and strategies into actionable, value-added goals.

Key Impact Areas

HR Strategy
Organization Development
Employee Engagement
Performance Management
Business & People Strategy

Talent Acquisition
Succession Planning & Talent Mapping
Behavioral Assessments
Change Management
Team Building & Leadership

Key Skills

Collaborator
Communicator
Innovator
Fast Learner
Critical Thinker

Professional Experience

Feb'22 to till date with Mohan Mutha Group – Deputy Manager HR Key Results Areas

- Managing the full life cycle of talent acquisition.
- Engage leadership in addressing key recruitment challenges, develop and prioritize recruiting and sourcing strategies and key recruiting initiatives.
- Handling In-house Hiring for Group of Business.
- Middle, Senior Level Leadership Hiring.
- Lead the efforts in hiring from Associate to VP level roles.
- Ensure continuous pipeline creation for various open positions, identify prospective candidates using a variety of channels/sources and assess candidates to ensure role match, cultural fitment etc.
- Conduct regular follow-up meetings with hiring managers to determine the effectiveness of recruiting plans and implementation.
- Conduct analysis and report key recruitment metrics to appropriate business leaders.
- Build a talent pipeline for the future by proactively mapping/sourcing candidates.
- Proven ability to build positive relationships with multiple stakeholders and candidates in a demanding environment.
- Building and maintaining partnerships with business leaders, hiring managers, HRBPs to deliver workforce and talent acquisition plans.
- Acting as the subject matter expert on recruiting markets, competitive trends, compensation, and other relevant areas.
- Identify and research new innovative and creative sourcing methods through social media, direct sourcing and alternative avenues.

Jun'19 to Jan'22 with Tzar Industries Pvt Ltd – Senior Manager HR Key Results Areas

- Set up the HR function at Tzar Industries Pvt Ltd right from the very scratch and helped grow the company employee strength from 10 to 100+ in a short span.
- Hired both IT & Non-IT resources (in IT recruitment hired different technology resources Fullstack, Front end, Back end, Java, Deluge, API, Android development, ios development).

- ✚ Set up HR processes with respect to on boarding, off boarding, Employee engagement, Performance Appraisals etc. Streamlined processes in HR, recruiting, Employee relations management & engagement.
- ✚ Introduced Zoho One (Recruit, Payroll, People, Projects, Tickets, Analytics and etc.,) software and automate end to end business process.
- ✚ Influenced the founders to relocate to a new office with better aesthetics which helped us look more attractive to the job seekers. Managed the entire project of identifying the new office and ensure smooth transition to the new office location.
- ✚ Introduced employee benefits – Performance Bonus and ESOP.
- ✚ Created an employee handbook after writing policy documents & standardized the HR templates.
- ✚ Coached managers and employees with challenges in people management, performance & retention. Grew the HR team to 10 with each person accountable for Recruitment, Payroll, Employee Engagement, Onboarding & Offboarding, Culture & Welfare, Project Management, Automation and Administration.
- ✚ Moved to a KRA based Annual Performance Appraisal System from an annual based model.
- ✚ Designed & implemented Rewards & recognition program, managed fun at work events for different occasions and festivals.
- ✚ Responsible for senior level decision making and both day to day management and strategic direction of the organization. Ensure HR plans support the needs of the business but are also flexible enough to cope with changes in the organization, as and when they occur.
- ✚ Created process documents and Checklists for all HR processes, conducted regular HR audit and addressed non-compliance. Put in place privacy and data protection procedures.
- ✚ Played a leadership role and have strong experience in handling end to end recruitment. Managed the full life cycle of talent acquisition for the team. Strategized and implement the recruitment initiatives. Responsible for hiring across all levels (including senior and middle level leadership hiring). Facilitated continuous process improvements in recruitment. Automated/ updated all the process related to Talent Acquisition. Generated weekly, monthly MIS Reports and reviewed open mandates with Management.
- ✚ Evolved the Employee Relations strategy and oversee effective implementation.
- ✚ Managed the entire gamut of Performance management - annual performance review, merit increases, confirmation hikes, and promotions. Provided coaching to managers. Conducted a salary benchmarking study to evaluate our offerings. Ensure alignment of compensation with the market.
- ✚ Drive HR-related cost savings and manage HR budgets as set by executive management and work in conjunction with the Head of Finance.
- ✚ Coordinate with Head-Finance & IT on all payroll related statutory matters and ensure adherence to the prescribed statutory norms. Deal with the concerned statutory authorities on non-routine matters and ensure timely resolution of the same.
- ✚ I have coached leaders and employees on critical issues. Facilitate Employee Development activities like Mentoring, Coaching, and Training.
- ✚ Focused on building a strong culture and a predictable support function

Jun'18 to May'19 with Inuson International Inc – Manager HR
Key Results Areas

- ✚ Managing the entire life cycle of Talent Acquisition at Inuson International (Fresher's to experienced Technical Talent).
- ✚ In IT recruitment hired different technology resources (Fullstack, Front end, Back end, Angular, Java, Python, .net, Swift, PHP, C#, API, J2EE, JSP, JQuery, Javascript, Oracle, Spring, Springboot, SQL, Hibernate, Android

development, ios development, HTML, AWS, Azure, Kubernetes)

- ✚ Providing strategic HR support for achieving business objectives including employee engagement, communications, employee relations, facilitation of rewards and recognition.
- ✚ Support performance management and annual compensation planning review. Ensure planning, monitoring, and managing appraisal of employee work results by training managers to coach and discipline employees.
- ✚ Conduct quarterly One on One meeting with employees to hear them out; hear and resolve employee grievances; counsel employees and managers.
- ✚ Manage exit interviews and supported the business in analyzing the data.
- ✚ Play a key role in proposing and conducting employee engagement initiatives to enhance workplace effectiveness.

Oct'16 to May'18 with DCC Print Vision LLP – Assistant Manager HR
Key Results Areas

- ✚ Managed the entire ELC (Employee life cycle) in the organization from recruitment till resignation.
- ✚ Managed regular meetings with the team managers & the team members to evaluate and understand the issues that can be resolved by HR/Management.
- ✚ Managed the employee connect activities wherein I spend time on a one-on-one basis with the employees to understand the individual concerns and to get a pulse on the floor about management issues.
- ✚ Initiated & managed the "Monthly get together" initiative as a part of the employee engagement program.
- ✚ Managed the festival & occasion-based activities across the team.
- ✚ Administered Rewards & recognition program (Star performers, Service awards, Birthday bash etc.). Monthly meetings with the team members in an Open House format to understand & resolve the issues.
- ✚ Coordinated performance appraisal program. Initiating the process, making presentations on the process and clarifying doubts about the process across every team and following up with them for completion of the process on time. Escalation in case of issues to the senior manager.
- ✚ Regularly published reports like Absenteeism levels in teams, Star performers report, Attrition report, Recruitment MIS.
- ✚ Conducted exit interviews to identify reasons for employee separation and reported them to the HR Director.

Dec'13 to Sep'16 with Dixcy Textiles Pvt Ltd – HR Officer
Key Results Areas

- ✚ Managed the entire ELC (Employee life cycle) in the organization from recruitment till resignation.
- ✚ Be the first point of contact for all HR-related queries.

Jun'10 to Nov'13 with Cethar Ltd – HR Executive
Key Results Areas

- ✚ Manage the entire life cycle of Recruitment.
- ✚ Manage the joining formalities and the induction program for the new joiners.

Education

2013 - MBA in Human Resources Management from Alagappa University (DDE)

2010 – BBA in Business Administration from St. Joseph's College, Bharathidasan University