**CURRICULUM VITAE**

### KIRAN KUMAR REDDY .K

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**CAREER OBJECTIVE:**

To be a part of an organization that offers challenging roles where I could contribute and grow in all aspects meeting the organizational goal in human resource management.

**SUMMARY**

* 7 Years 3 months of extensive hands on recruitment experience in Singapore with specialization in Human Resources.
* 5 Years 8 months recruitment experience in Hyderabad (India) with specialization in Human Resources.
* Managed human resource responsibilities in the company with the strength of 1000 people.
* Direct interaction with Top Level Management and was reporting directly to the Managing Director of the Company.
* Exhibit an honest work ethic with the ability to excel in fast-paced, time-sensitive environments.
* Excellent organizational, team building and communication skills.
* Leadership hiring.
* Engineering (Design) &Technical recruitment.
* Handling End to End recruitment.
* Contract Staffing.
* Strategy based recruitment for niche profiles.
* Handling complete project based recruitment (All level recruitment for a project).
* Social Networking based recruitment.
* Play significant role in formulating manpower plan and driving HR initiatives in terms of recruitment, orientation, and induction to build a cohesive and committed unit of performers.
* Formulate strategies and plans focus on aligning HR with core business and leading organisational turnarounds .
* Successfully implementing HRMS and HR manuals.
* Provide needed assistance in implementing performance management systems with adequate transparency to open avenues for faster career growth for high fliers.
* Manage and head the entire recruitment life-cycle: Manpower Planning & Budgeting, Approvals from Management, guiding the team for sourcing resumes, short listing CVs & conducting interviews; co-coordinating with department Heads.
* Performing talent acquisition and management along with performing recruitment selection and placement.
* Design and implement various HR manuals, code of conduct and various other HR policies. Design and implement various formats, application for employment, interview assessment sheets, Offer letter, welcome aboard, joining formalities checklist, appointment letter, confirmation letter, performance evaluation sheet, appraisal letter, transfer letter, appreciation letter, training calendar, employee data record, exit interview and exit checklists.
* Overseeing employee Insurances such as GPA, Health and special category of insurances.
* Analyse the HR data for different purposes and reporting at defined frequency through MIS.
* Administer the compensation & benefits that includes drafting and implementation of Incentive schemes.
* Skilled in undertaking employee engagement and welfare activities along with handling employee grievances.
* Design, develop and implement organization structure to meet current and future business needs, Compensation Management, developing & Managing and developing the Performance Management System.
* Handling periodical submission of manpower headcount reports, attrition & retention analysis, prepare gap analysis, budgeting and employee satisfaction report.

**EDUCATIONAL QUALIFICATION&TRAINING:**

* Masters Degree in Business Administration (MBA).
* Bachelors Degree in Computer Applications (BCA).
* Intermediate (MPC) from Board of Intermediate A.P. INDIA.
* SSC Board of Secondary Education, A.P .INDIA.

## EXPERIENCE SUMMARY

1. **Career Axes Engineering Services (From Feb 2016 –Till Date)**

**Organization: Career Axes Engineering Services**

**Designation: Head HR Manager**

**JOB RESPONSIBILITIES:**

* Responsible for end to end recruitment process from sourcing to on boarding.
* Responsible for providing desired recruitment solutions to my company’s clients and also for internal recruitment, within the stipulated time.
* Utilize a variety of public and private databases to identify potential candidates.
* Targeting companies & closing the position with the time frame.
* Client interaction with requirement understanding, technical screening, involve in the overall end-to-end process of recruitment.
* This includes searching the database of our own as well as of various job-portals.
* Scheduling interviews and coordinating with clients as well as with candidates.
* Taking regular feedback from the client.
* Periodic follow-up with yet to join candidates.
* Maintenance of Recruitment Information Systems like -
  + No. of requirement details received
  + Interviews scheduled
  + List of candidates Selected / Rejected
  + Details regarding offers release
  + Team management skills
* Maintaining candidate relationship management. Inventory Management and Stock grouping etc,.
* Monthly Payables to suppliers and payments made time to time.
* General Ledger Accounting, Accounts Payable, Accounts Receivable and invoice processing, vendor statement reconciliation, sending remittance details to vendors, checking of all types of invoices ad posting the transactions under respective head of accounts & reconciliation of clients books with our records and resolving if there is any issues / discrepancies.
* Preparation of monthly reports, bank reconciliation, processing of payrolls, and monthly closing of General Ledgers.
* Monitor accounts to ensure payments are up to date, resolve invoice discrepancies and issues, monitoring and recording company expenses, monitoring the day to day cash and bank payments expenses.
* Monthly verification of Accounts for preparation and filing of Vat returns.
* Preparation and filing of GST returns (all returns) within due dates. (from July 2017 on wards) and Tran -1 and Tran -2 filings as per the requirement.
* Payments & filing of TDS and other statutory compliance from time to time.
* Co-coordinating with Auditors for internal, statutory and other audits & for any certifications required from time to time.
* Calculation & Payment of Advance Tax / Self assessment taxes and IT computations under normal as well as MAT/AMT provisions wherever required.
* Generating or obtaining Form 16s and Form 16As under TDS and other forms as per the requirement if any.
* Preparation & filing of annual returns, revised returns, and default returns.
* Preparation of Select Operational Data (SOD)for submitting to Bank.
* Preparation of CMA (Credit Monitoring Arrangement/Analysis)Report.
* Preparation and verification of Documents for Internal, Statutory and Stock Audits.
* Co-coordinating with concerned departments / tea mat the time of negotiation / purchase order / raising of bills to vendors.
* Reconcile the inter company accounts.
* Evaluate internal controls and procedures in income reporting systems.
* Preparation of financial statements like Balance sheet, Profit & loss account, Trial balance, Cash flow & Funds flow statements on monthly , quarterly and yearly basis.
* Preparation of schedules (like depreciation for fixed assets, closing stock valuation etc.), workings of Tax audit, transfer pricing and co ordination with the Auditors for timely completion of Audit reports.
* Preparation & Finalization of Consolidated financial statements a per the compliances.
* Follow up of ROC filings and submission of required documents for annual filings and other payments & filing of documents to ROC if any.
* Preparation of required data for Assessment proceedings, Scrutinies & appeals etc.
* Monitoring the status of assessments and refunds etc.
* Import & Export Documentation i.e. applying for Bill of Lading (BL), Letter of Credit (LOC), and PSIC etc.
* VAT Returns Preparation.
* Marinating of Accounts and records of branch and update the same from time to time.

**Statutory Audits:**

* Handling Year-end Finalization of accounts and ensure whether financial statements.
* Preparation of Audit Program and Audit plan.
* Vouching of receipts, payments, expenditure and Incomes.
* Verification of Bank reconciliation statement.
* Ledger scrutiny of accounts.
* Verification of whether proper records have been maintained for fixed assets and the fixed assets have been physically verified.

**Internal Audits:**

* Analysis and review of internal control systems in various companies. Highlighting areas where the controls are weak, suggesting corrective measures to be taken.
* Suggesting improvements in the existing system in critical areas like stock, cash and various liquid assets.
* Knowledge of tax laws and ensuring compliance with the same.
* Verification of Internal controls (for the stocks and cash).

**Other works :**

* Preparation and Filing of e-TDS Quarterly returns.
* Verification of statutory dues like PF, ESI & TDS and paying them within due dates.
* Prepare Corporate and Personal tax returns.
* Forecast tax issues and outline favorable plans to minimize taxes after identifying existing and potential tax issues.
* Worked closely with auditors to prepare accurate yearly audit reports for all entities.
* Discussed internal control weaknesses and other findings with clients.
* Interacting with the clients management to discuss issues; providing deliverables on a timely basis; drive client meeting and audit committee presentations.
* Know how to analyze results and then identify and explain any variance.
* Maintaining relationships with clients by providing support, information, and guidance.

**CONTRACT STAFFING**

* Involved in the end-to-end recruitment of Temporary Staff, which caters to the Project Based Requirements.
* Understanding the project based requirements.
* Sourcing the profiles through Job Portals and Manpower Consultants.
* Fixing the hourly rates for the temporary staff.
* Processing their salary, extending the contract tenure etc.

**Business Partner**

* Played the role of a Business Partner for departments of Piping, Mechanical & Civil.
* Responsible for carrying out the entire cycle of HR activities for the functions like recruitments, compensation, learning & development, conduct exit interviews, etc,.
* Interact & Engage with employees on frequent basis to maintain the balance retention ratio.
* Conduct exit interviews, analyze trends and guide businesses towards appropriate steps to curtail voluntary attrition.
* Responsible for handling employee grievances, query resolution, employee counseling, etc to ensure smooth and efficient HR support to the employees.
* Managing day to day employee relations.
* Facilitate feedback through various forums like Skip Level, Training Programs.
* Planned and organized monthly departmental meetings regularly.

**MIS Management**

* Manpower Database maintenance/generation of MIS reports – Headcount and attrition.
* Responsible for employee database on HRMS.
* Updating Recruitment Report / Deputation Report.
* Exit data analysis & Manage Employee reference check data.

**Payroll Management**

* Handling the payroll process for more than 200 employees.
* Calculating employee’s attendance, evaluating leave balance and preparing pay roll at end of the month as per the salary tool (SAP).
* Processing the pay roll sheet to the accounts department and coordinating w.r.t TDS and other deductions.
* Tracking attendance on monthly basis using SAP.
* Maintaining the reports of employee’s leaves on monthly and yearly basis.
* Updating employees on leave balance.
* Making employees understand the leave policy.

**2) Strait Focus Solutions Pte Ltd (From Jan 2013 – Dec 2015)**

**Organization: Strait Focus Solutions**

**Designation: HR Manager**

**TALENT \_AQUISITION (CORE AREA)**

Handled entire gambit of recruitment.

* Responsible for end to end recruitment cycle.
* Requirement Management – Receive vacant position from all centers from different Sources like Budgeted Manpower Planning, Projects base & Replacements.
* Preparing Job descriptions for all the positions in consultation with Technical team.
* Define sourcing strategies against each defined JD like Job Portals/Consultants/Head Hunting/Walk-Ins.
* HR screening.
* Technical Screening.
* Majorly responsible for sourcing profiles for mid and senior level positions.
* Salary Fitments.
* Approval of Salary fitments if deviation required.
* Negotiations with selected candidates.
* Pre-Employment Verification & Medical Check Up.
* Issuing of Appointment letter.
* Post offer follow Up.
* Post-Employment Background Verification.
* Generated and Maintain Recruitment MIS, Dashboard & Reports.
* Training & developing recruitment executives in team.

**LEARNING & DEVELOPMENT CO-ORDINATOR**

* Summarizing the training needs of the employees through Annual Performance Appraisals and Competency gap in consultation with HODs, Preparing Annual Training Calendar.
* Preparation of training budgets as per the business plan & monitoring the same.
* Identification of Quality Trainers & tie up with the Assessment Development Centers.
* Design and develop training programs.
* Evaluation of training effectiveness.
* Closely monitoring the training data, reviewing its effectiveness and its presentation.
* Career Development Plan.

**HR Operations**

* Preparing Appointment/Offer, Hike & Relieving Letters.
* Joining Formalities.
* Organizing induction program.
* Make employees understand HR policies of the organization.
* Generate new policies and revise the existing policies as per organization process.
* Maintain human resource data base, computer system and manual filing systems.
* Preparing HRD MIS Reports.
* Reference checks and Background verification.
* Initiating confirmation appraisal process, preparation of confirmation letters.
* Initiating performance appraisal process, preparation of revised letters.
* Exit formalities.
* Involved in ISO process documentation and audit.

**3) Tech Offshore Marine (S) Pte Ltd (From October 2007 – December 2012)**

* **Organization : TOM Group of Companies**
* **Designation : Asst.HR Manager**

**ORGANISATIONAL DEVELOPMENT INITIATIVES**

* Responsibilities included understanding the Award Framework.
* Framing responses to the queries along with the relevant data points in the framework, Award Application Submission.
* Formulation of SOP’s for different HR Modules.
* Participating in the External Assessment etc.
* Also involved in the Non Monetary Reward Scheme of L&T, known as ICONS where innovators are recognized and awarded.
* Participate in ISMS Audits.

**Performance Management**

* + Ensuring the kick off of the appraisal process on schedule, tracking its progress and managing timely completion of the appraisals.
  + Managing Appraisal process across the levels and establish framework for substantiating Performance Appraisal system.
  + Prepare list of critical & key resource and make plan for development & succession planning.
  + Spearhead the normalization process for the zone, Bell curve fitment of appraisal ratings, performance workshop.

**HR Audit**

Checking other departments and the organisation as a whole to ensure all HR policies & process such as Health & Safety, Training, Staff Appraisal etc are being carried out in accordance with the company’s HR policy.

**Training & Development**

* Conduct orientation sessions and arrange on-the-job training for new hires.
* Evaluate instructor performance and the effectiveness of training programs, providing recommendations for improvement.
* Conduct or arrange for ongoing technical training and personal development classes for staff members.
* Confer with management and conduct surveys to identify training needs based on projected Inventory processes, changes, and other factors.
* Develop and organize training manuals, multimedia visual aids, and other educational materials.

**Employee Engagement, Employee Relation & Rewards & Recognition**

* Working on all Employee Motivational and Engagement activities for our employees.
  + - Conceptualize, planning and executing the complete Annual Employee Engagement calendar, Single headedly executing all HR initiated employee related events, including quarterly open house, annual day celebrations etc,.
* Drive the employee engagement through various initiatives and work out the action plan in conjunction with the manager involved. Organizational health surveys, HR audits, and monitor the implementation of the action plan.
* Create awareness by conducting sessions on policies and ensure implementation of policies and clarify queries related to employment benefits
* Conducting Employee Satisfaction Surveys and preparing action reports for the Management/Department.
* Conducting External Employee Surveys and preparing action plan and implementing them as per the report.
* Part of core group which was tasked with planning and execution of all major events and celebrations within the organization throughout the year.

**Payroll**

* Administer the weekly and monthly payrolls (input information e.g. wages, deductions, overtime, starters, leavers, contract changes, statutory payments etc).
* Submit payroll information to the payroll Dept with according liaison.
* Undertake the reconciliation of the weekly and monthly payrolls.
  + - Produce and provide reports on payroll/wages to management.
    - Respond to payroll queries from staff and management.

**4)** **Karani Infotech Pvt Ltd (From Jan 2005 – Sep 2007) worked as a Recruiting Executive**

**Job Profile:**

* Thoroughly Understand and work on the requirements of the clients.
* Identifying & sourcing the experienced candidates through various sources like job portals, references and headhunting.
* Conducting Initial screening of the candidates on telephone & forwarding the profiles to the client for further technical skills.
* Arranging the candidates interview and coordinating with them for Interview schedule and taking follow up.
* The single window for all the prospective employees from short listing, negotiating till the departure for work-site.
* Constantly devising measures to increase databank and maintaining skill inventory and resume databank management.
* Follow up with candidates till him/her joining the organization.

**STRENGTHS:**

* Excellent communication and presentation skills.
* Ability to work in a team and under pressure.
* Employee relation skills.
* Good team player, Very responsible.

**SOFTWARE SKILLS:**

* **Packages** : MS- OFFICE , ORACLE DBA,SAP - HR
* **Operating system** : LINUX,UNIX,WINDOWS XP/Vista/7
* **Tools**  : Internet

**PERSONAL PROFILE:**

* Name : Kiran Kumar Reddy .K
* Languages Known : English, Hindi, Telugu,Tamil
* Current Location : Hyderabad
* Martial Status : Married

**DECLERATION:**

I do hereby declare that the above stated particulars are true and correct as per my knowledge.

**Place**: Hyderabad **Kiran Kumar Reddy.K**

**Date**: