

Kunal Hendre

Head - HR

Experienced in cultural and economic affairs of Human Resource Development and Management

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Core Competencies

✓ Human Resource Management	✓ Employee Relations
✓ End to End Recruitment	✓ Employee Engagement
✓ Joining Formalities	✓ Feedback Mechanism
✓ HR policy development	✓ Performance Management
✓ Payroll Administration	✓ Talent Development
✓ Purchase Management	✓ Facility development & management

Personal Details

Date of Birth: 9th October, 1974

Languages Known: English,
Hindi, Gujarati and Marathi

Address : A-201, Sopan Apartment,
Beside ICICI Bank, New C. G. Road,
Chandkheda, Ahmedabad - 382424

Education

MBA - HR
National Institute of Management

B.Com
M. K. College of Commerce
South Gujarat University

Profile Summary

- Offering a distinguished exposure of **over 15 years** in designing & implementing human resources programs and policies like Talent Acquisition, Employee Relations, Policies and Procedures, Employee Engagement and Events, possessing valuable insights, keen analysis and team approach to implement best practices and processes.
- **End to End Recruitment:** - Designing and development of end to end recruitment and successful execution
- **Joining Process:** - Designing and developing joining process and flow and executed successfully for smooth on-boarding experience of new employees
- **Orientation:** - Designing and developing the orientation on the basis organizational values, principles, policies and its execution for objective understanding to new employees
- **Payroll:** - Handling payroll starting from attendance, punctuality and calculation of the salaries and getting the payroll processed - Supervised the process and timely delivery
- **Policies & Processes:** - Designing and developing the various policies and communicating the same to employees, ensuring it is adhered to on process-based flow
- **Feedback Mechanism:** - is ideally an important function for continuous growth and evolving organization along with the progress of Human Resource function(s)
- **Events Management:** - Managed events like
 - ❖ Festival celebrations like Diwali, Holi, Navratri, Christmas, Decoration Competition, Annual Day Celebration, etc.
 - ❖ Organized and handled tournaments like Chess, Carrom, Cricket & Table Tennis
 - ❖ Philanthropic events like Charity Walk, Blood Donations and Various Elements Distribution
- **Performance Management System:** - Developed and executed objectively throughout all departments successfully
- **Communication:** - Designing appropriate communication policy and process & executed successfully
- **Employee Benefits:** - Advocating this and ensuring that it is approved and announced to employees in strategic manner to bridge strong relations between employee & employer
- **Employee Relations:** - Execute right code of conduct throughout the organization, create positive relationship and maintain the same
- **Learning & Development:** - Design and implementation of the right L&D policy which aligns with the organizational growth
- **Strategic Meetings with Department Heads:** - Integral part of HR executed well by being business partners of the top leads of the organization
- **Succession Planning:** - Designing and executing right succession planning to ensure the continuous improvement and growth of the organization
- **Process Designing:** - Designing and executing the right process throughout all the HR functions and execute the same successfully
- **Work Culture Improvisation:** - Attain required work culture in order to have employees continue working for the organization for long term
- **Organization Face:** - Being the rightful face and representation of the organization
- **Intern Process:** - Successful recruitment and onboarding of the interns

Career Timeline

