**Suresh Mathew Oommen** Contact No: +91-9849761006/ 9640031879

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Driving strategic HR initiatives to realize bottom-line results and enhance employee engagement in the pursuit of organizational objectives across industries; targeting assignments in **General HR Management / Talent Acquisition / Office Administration** with an organization of repute

**Areas of Expertise include:**

Recruitment | Human Resource Management| Offer Generation| Performance Management| Vendor Management| Office Administration | Commercial Management| Talent Management| Strategy/Business Planning

HR Policy Formulation | Process Enhancement| Recruitment & Selection | Change Management| Organizational Development| Compensation Management| Training & Development| Employee Welfare & Engagement | Team Building & Leadership

**PROFILE SUMMARY**

* A vibrant performance-driven HR professional with rich experience of **over 13 years** in devising and effectuating HR, policies, systems and practices; ensuring smooth running as well as enhancement of global centralized HR process operations along with introduction of right practices in alignment with business operations
* Recognized for adopting initiatives like continuous performance assessments and capability building programs which were the part of award winning entries at various national and international forums
* Effective in maintaining employee relations with staff across all hierarchical levels in the organization on day-to-day matters through role enrichments, feedback sessions & disciplinary proceedings, thereby establishing a collaborative culture through continuous engagements
* Outstandingly successful in manpower planning & talent management, transformation and development with honed skills in sourcing the best talent from diverse sources along with other corporate HR functions
* Efficient in managing the development and administration of performance management programs in an organization; expertise in undertaking periodic performance reviews and appraisals (succession planning and career moves programs) at corporate & units / sites
* Team-based management style coupled with the zeal to drive visions into reality as well as achieved the same through effective mentoring, training and career planning of team members

**NOTABLE ACCOMPLISHMENTS ACROSS THE CAREER**

* Awarded POB (Pat on back) by Business in Operational Excellence category
* Acknowledged with several appreciation mails for providing on time execution & closure of business-related queries of employees
* Recognized with award for highest number of recruitments done in a month

**PROFESSIONAL OVERVIEW**

**Oct’09- Jan’20: Office Manager & Commercial Manager- (Client-Vodafone Idea) with Nokia Solutions & Networks India Pvt Ltd (Nokia Solutions & Networks India Pvt Ltd)**

**Key Result Areas:**

* Playing a vital role in conducting weekly reconciliation of headcount data with the DEW Central & EWS Central Team, monthly update of headcount data to the Circle Operations Manager
* Developing the Attrition report to be submitted to the DEW team & Circle Operations Manager on a weekly basis
* Efficiently organizing Birthday Celebrations for Resources, Festival Celebrations Resources, Monthly Open Houses
* Responsible for facilitating for the Annual Nokia Cricket Championship Trophy
* Independently supervising core HR Generalist profile including Recruitment, Performance Appraisal, Manpower Planning, Training & Development, & MIS for the complete group
* Formulating & benchmarking functional best practices to focus on development of abilities to meet present and future goals and mission set by the organization
* Instituting change-management practices in the organization, including organizational restructuring & manpower rationalization initiatives
* Ensuring recruitment, training, development and retention of high quality staff; monitoring achievement of KPIs to identify and implement training requirements
* Developing performance appraisal process enterprise-wide; improving employee skills and motivation
* Leading the integrated workforce management liable for strategic & operational demand management, workforce planning, talent acquisition / recruitment, on-boarding, skill management learning and so on
* Providing advice and guidance on all aspects of the Human Resources function relating to recruitment and selection matters and associated terms and conditions
* Coaching, advising and influencing management on operational, organizational development, and policy issues; creating and interpreting policies and crafting recommendations in compliance with local, state and federal labor regulations; resolving employee relations issues
* Devising & deploying annual business plan & defining strategies in line with the overall organizational strategy
* Monitoring & managing performance against budgets and service levels (SLAs) to ensure quality service to customers and adherence to budgeted cost allocations
* Founding the internal HR organization and creating structure and functions including benefits, compensation, legal, compliance, staffing and employee relations

**PREVIOUS WORK EXPERIENCE**

**Dec’06- Jul’09: Team Member HR- Enterprise Applications with Satyam Computers Pvt Ltd.**

**Jul’06 - Dec’06: Recruiter- BPO Vertical with K10 Technologies**

**CREDENTIALS**

**2006:** MBA (HR) from Osmania University

**2004:** B.Com (Comp) from Osmania University

**TECHNICAL SKILLS**

* Microsoft Office (Word, Excel & PowerPoint) and Internet Applications

 **PERSONAL DETAILS**

**Date of Birth:** 4th November 1981

**Languages Known:** English, Hindi, Telugu and Malayalam

**Present Address:** Flat No: 004, Ground Floor, C Block, Shanta Sriram Apartments, Satellite Township, S. No. 78 to 85, Pet Basheerbad, Qutubullapur Mandal, Medchal, RR District, Hyderabad-500055