

SAI SRIKANTH KANCHINADHAM

Assistant Manager HR

skanchinadham7@gmail.com

7032835442



Flat 508, Block B1, Nest Apartments, Marrichettu Junction, Manikonda, K.V. Rangareddy District, Hyderabad, Telangana-500089



Indian



18/09/1987



Married



<https://www.linkedin.com/in/sai-srikanth-kanchinadham-3418919a/>



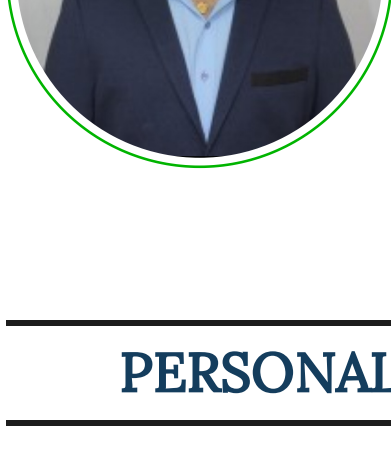
<https://github.com/SAI1987-HR>



<https://twitter.com/SKanchinadham>

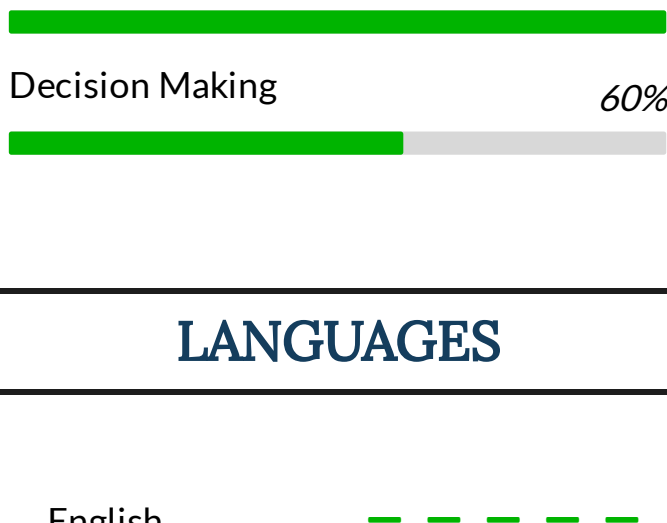


<https://www.behance.net/saisrikanchin>



- An Individual Contributor, highly dedicated, energetic and passionate Human Resource Professional with diverse background in Talent Acquisition, Talent Management, Competency Mapping, Staffing, Team management, Employee Engagement, Performance Management, Compensation and Benefits, On-boarding, Induction and Orientation, Joining formalities, Exit interviews and Statutory compliance.
- An empathetic and committed team player with abilities to negotiate and problem solve quickly, accurately, and efficiently.
- An experienced recruiter with in depth background in full life cycle Technical Recruitment with a solid track record of screening, interviewing, negotiating, sourcing and closing candidates.

PERSONAL SKILLS



LANGUAGES

English ---

Telugu ---

MOST PROUD OF

- Physical Organization**
Creative Thinking, Effectiveness, Productivity
- Planning**
Analyzing Issues, Decision Making, Project Management, Strategic Planning
- Team Work**
Collaboration, Delegation, Goal Setting, Group Leadership

HOBBIES

Singing

Watching Web series

WORK EXPERIENCE

Assistant Manager HR

SyMetric (A brand owned by Achiral Systems), Bengaluru, Karnataka

Nov 2020 - Present -

- Partnering with varied functions/departments on all HR matters, manage delivery and implementation of all HR processes and Policies.
- Creating, Implementing, and Revising HR Policies and processes where needed.
- Responsible for managing all employee relations matters, including conflict resolution.
- Analyzing HR trends for business units and suggest feasible solutions.
- Owning the retention and enable the development of employees.
- Handling Talent Acquisition. Hiring currently for Clinical Data Associate, Clinical Data Manager, Sr. QA Manager, QC Executive, Head of Delivery-PMO, Azure Cloud & Office 365 Administrator, Sr. AngularJS Developer, .Net Developer and Sr. C# Developer positions.
- Responsible for Administration, Induction and Orientation, Competency Mapping, R&R, On-boarding, BackGround Verification check, Joining and Exit Formalities and PMS.
- Co-ordinating Statutory and payroll with finance department.
- Compensation and Benefits Administration.
- Creating an enriching work culture and work towards sustaining it.
- Leading new initiatives for Employment Engagement and Employee Satisfaction.

Talent Acquisition Sourcing Specialist

Catchpoint, Bengaluru, Karnataka

Feb 2019 - Sep 2020

- Responsible for full life cycle recruitment services for fulfilling Contract and a full time Technical positions across PAN India.
- Implemented and lead interviewing systems to streamline the hiring process.
- Sourced, Hired and Prepared On-boarding packages, Offer letters and rescind offer letter per client needs.
- Provided day to day Performance management, HR Policy guidance, and Interpretation to the employee including but not limited to coaching, counseling, and termination.
- Responsible for all recruitment and interviewing of applicants to identify quality candidates based on skills, knowledge, education, and experience, including the negation of job offer and salary structure.
- Worked and hired for Niche technologies like Big Data, Sr. DevOps Engineer, Sr. Network Security Engineer, Customer Success Manager, AWS Architect, PMO, Information Security - Azure Cloud Manager, Cybersecurity, Salesforce Developer Sr. Full Stack Team Lead, Sr. Angular Developer, Sr. React Developer, Python Developer, .Net Developer, PHP Developer, Mulesoft Developer, Java Developer, Sr.QA Manager, QA/QC Executive
- Extensive experience leveraging social media and deep dive internet tools like Monster India, Naukri, Glassdoor, Indeed, Hirst.com & LinkedIn.
- Reviewed job descriptions to understand their hiring needs Identify of potential candidates through various sourcing and uncovering techniques including sourcing profiles from various job portals (Monster India, Indeed, Naukri & Hirst.com) and internal database.
- Leveraged Internet search, Glassdoor and LinkedIn to connect with potential candidates screen candidates to ensure their skills and competencies match the job description.
- Interviewed candidates in person or via phone or video conference to ascertain their qualifications.
- Followed up with both the hiring manager and candidates to keep them informed of progress.
- Reviews all pre-employment assessments prior to hiring, including reviewing the background check reports, employment status, employee health screen, and drug/alcohol screen.
- Informed candidates of potential barriers for hire or missing documents to be obtained in a timely manner.
- Assuring required documentation is obtained and placed in personnel file pre-hire, includes items such as signed Job Description, required a license and /or certifications, etc.
- Communicated in a positive and informative way to hiring managers, recruiters, and employees regarding new hire and transfer inquiries.
- Completed special projects as identified in support of Talent Acquisition and other projects as assigned.
- Built relationships with others in the HR team to assure positive and open communication.
- Developed pipelines and providing recommendations to hiring managers based on candidate's availability and talent strategies.
- Coached and guided hiring managers on recruitment process ensuring full understanding of responsibilities and cycle time commitments.
- Developed and completed accurate job postings for legal compliance and ensure the requirements are linked to the functions of the position.
- Developed sourcing strategies, plans, and pipelines through Boolean searches, Social media, targeted Company research, Database mining, Head hunting and Cold calling,
- Built networks of potential candidates through pro-active market research and relationship management.
- Conducted initial screening and pre-qualifying candidates for open requisitions.

HR Executive - Talent Acquisition

PwC SDC-Client (On payroll of Objectwin Technologies), Bengaluru, Karnataka

Mar 2017 - Feb 2019

- Responsible for the full life-cycle recruitment process for entry-level to senior executive positions.
- Collaborated with Hiring managers on their departmental hiring needs.
- Completed phone and face-to-face interviews, selection, compensation negotiations, offer letter preparation, reference, and background checks and on-boarding activities at all levels.
- Planned and conducted new employee orientation and training to foster positive attitude toward reaching company goals.
- Discussed company benefit plans, HR policies and participation eligibility.
- Hired for AML/KYC, SAS AML, Sr. Salesforce Developer, Salesforce Architect, Java Developer, Azure IAM, Guidewire, Cybersecurity, .Net Developer, ETL Informatica Developer, Biztalk Developer, PMO, Information Security Manager.
- Ensured that recruitment files are complete in accordance with compliance standards, which include applicant tracking, evaluation assessments, new hire documentation, and other appropriate documentation.
- Maintained personnel transactions such as new hires, promotions, transfers, performance reviews, and terminations.
- Developed candidate talent pipelines through sourcing channels, internet searches, job boards, networking groups, social media, database search, referrals, and advertising.
- Reviewed job descriptions in order to understand the needs of hiring managers as well as ask relevant questions that will help identify the right candidate(s).
- Write or enhance job descriptions in order to make them more "market-friendly".
- Effectively market each position that you are hiring for while creating, marketing and selling an Employee Value Proposition.
- Diligently pursue a broad and deep understanding of all aspects of the business lines you support, including core competencies/skill sets, and our company as a whole.
- Leveraged your understanding of the marketplace in order to assist hiring managers set realistic expectations of candidate skill sets, experience, and the all-around competitive landscape.
- Identified top-level talent through aggressive sourcing methods which include internet research, networking, direct sourcing, employee referrals, advertisements, career events, associations, and other sources as needed.
- Researched and recommended new sources for active and passive candidate recruiting.

Management Trainee - HR

Penna Cement Industries Ltd, Hyderabad, Telangana

Aug 2015 - Aug 2016

- Responsible for Manpower Planning & Optimization at Plant
- On time Recruitment up to Manager Level
- Developed structured Induction of Trainees / Joiners
- Payroll Management /SAP Norms / Compliance
- Facilitated KRA Setting and Annual / Half Yearly Appraisal Process
- Coordinated Training & Development Activities / Action Plans
- Motivated employees to participate in Organization Excellence initiatives like 5 "S" KAIZEN.
- Skill / Competency Mapping & Development
- Individual Development Plans for Identified Critical Positions up to Manager Level
- Structured Job Rotations & Job Enhancements up to Manager Level.
- Employee Engagement Activities - Formal & Informal
- Employee Delight / Dipstick Survey / Feedback Analysis

Engineer

Megha Engineering & Infrastructure Ltd, Hyderabad, Telangana

Jul 2011 - Jul 2013

- Responsible for establishing and Involved in ERP system for 2 departments at Hyderabad and Gurgaon location.
- Coordinated and involved in temperature check of Pressure Vessels.
- Coordinated effective predictive, preventive and corrective maintenance approaches.
- Supported production cost quotations by providing estimates of equipment, material and labor costs.
- Performed quality mechanical drawing checks to confirm safe, compliant and cost-effective design criteria.
- Provided technical guidance, peer review and mentorship to junior engineers engaged in building system designs.

EDUCATION

MBA - HR

Alliance Ascent College - Alliance University, Bengaluru, Karnataka

Aug 2013 - Sep 2015

Mechanical Engineering

Gayatri Vidya Parishad College of Engineering, Visakhapatnam, Andhra Pradesh

Aug 2006 - Apr 2010

HSC

Triplaar Sainik School, Guntur, Andhra Pradesh

Jul 2003 - Mar 2005

SSC

St Ann's High School, Chirala, Andhra Pradesh

Jul 2002 - Apr 2003

COURSES

CHRM

Oct 2020

Govt of India

MY TIME

Entertainment (20%) Custom (15%) Job (30%) Family (35%)

