CURRICULUM VITAE

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**G. Rupesh Kumar**

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I have been Human Resources Executive with 9+ years of experience assisting with and fulfilling organization staffing needs and requirements. A proven track record of using my excellent personal, communication and organization skills to lead and improve HR departments, recruit excellent personnel, and improve department efficiencies. Team player with excellent communication skills, high quality of work, driven and highly self-motivated. Strong negotiating skills and business acumen and able to work independently.

## KEY SKILLS:

\*Employee Relations, \*Handle employee grievances, \*End to End recruitment,

\*Employee engagement, \*payroll processing and management \*Customer Relationship Management \*Leave management

\*Leader ship, \*Public speaking, \*Stakeholder’s management

\*Performance Management systems, \*Sourcing \*Recruiting

\*Human Resources \*Technical Recruiting, \*Performance management

\*Temporary placement \*Internet Recruiting, \*Hiring

\*Screening Resumes \*Onboarding, \*Permanent placement

\*Performance Appraisal \* Project Human Resource Management

SEP 2018-2020 present

##### HR Manager/Niranta Solutions and Services Pvt Ltd

JOB Responsibility: To provide services by designing & implementing effective human resource system, procedures, policies, and monitoring personnel activity.

ROLES:

* Implement employee surveys and questionnaires and analyses and action planning based on survey results.
* Maintaining Leave management system.
* Payroll processing and Management ( employee's financial records which includes the salaries, wages, bonuses, deductions, and net pay and reforming policy accordingly)
* Employee Management (helping employees do their best work each day in order to achieve the goals of the organization like Acquisition, Engagement and Retention, selection ,Monitoring ,Interaction ,Reward, Disciple)
* Involving an End to End recruiting process, exit formalities.
* Responsible for on boarding and partnering with the recruitment team in hiring associates based on business forecasts.
* Partner with business leaders and other support functions to maintain a highly motivated and engaged workforce.
* Implement new policies, procedures and programs in support of Business.
* Resolve employee grievances.
* Continuously build talent pipeline to ensure there are multiple candidates in play at all times.
* Maintaining recruitment systems(ATS)
* Ability to research activities like market research, talent mapping, lead generation etc. involved in providing recruitment support to clients.
* Maintain a pipeline of skilled talent, including consistent communication with potential hires and connecting them with positions that align with their experience and skill set.
* Demonstrated working knowledge in best–pipeline creation and development, competition mapping as per client and geographic requirements, and best-practice guidance to the Hiring Managers
* Experience in sourcing and screening profiles as per the given job requirements using various channels like job boards, social networking sites etc.
* Support and schedule the L&D team in conducting training needs assessment for employees across levels
* Downloading resumes from job portals & screening of resumes, contact with consultancies.
* Recruiting IT and NON IT according to client requirement.
* Third party background verification of selected candidates.
* Supervises and evaluates employees and their job performance.
* Develops staffs by providing information, educational opportunities, and experiential

growth opportunities.

* Provides coaching, counseling, and disciplining employees; planning, monitoring,

And appraising job results.

* Evaluating & Reviewing monthly performance and preparation of annual appraisal report.
* Manage a team of Operations Admin whose responsibility would include managing time and attendance system, weekly associate performance review, maintaining HR related notice boards and associate leave management.
* Performs other duties as assigned.

### MARCH 2011– Sep 2018

##### HR MANAGER/SIGNY TECHNOLOGIES PVT LTD

 JOINED AS ASSISTANCE MANAGER (2011-2013)

JOB PROFILE:

* Maintains the work structure by updating job requirements and job descriptions for all positions.
* Hiring according to the project requirement for the company.
* Project Human Resource Management (organize, manage, and lead the project team to complete on time with given budget)
* Maintains organization staff by establishing a recruiting, testing, and interviewing program; counselling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
* Involving in training of employees with the Research and development update of the technologies with present and new employees with certification.
* Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.
* Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counselling employees and supervisors.
* Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
* Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
* Completes human resource operational requirements by scheduling and assigning employees following up on work results.
* Maintains human resource staff job results by counselling and disciplining employees; planning, monitoring, and appraising job results.
* Contributes to team effort by accomplishing related results as needed.
* Balancing the employees for AMC contract to the clients.
* Mapping for the installation and service plans for the engineers to visit the location all over the states of Andhra Pradesh and Telangana same time coordinating them until the projects completed to see the project completed on time and budget

As primary role is Hr. manager have been involved in customer satisfaction Relations too some role as have been involved:

* Take ownership of customers issues and follow problems through to resolution by working closely with the Tech team.
* Strong client-facing and communication skills.
* Updating technologies according to the client requirements through technical team.
* Recruit, develop and retain the best available talent and provide coaching, training and constructive feedback on a regular basis to ensure the team maximizes its contributions to the business.

### nov 2006– feb 2011

##### TECHNICAL ENGINEER/ **M/s. SVAP Pvt Ltd**

* Serving as the first point of contact for customers seeking technical assistance over the phone or email
* Performing remote troubleshooting through diagnostic techniques and pertinent questions
* Determining the best solution based on the issue and details provided by customers
* Serve as the first point of contact for customers seeking technical assistance over the phone or email
* Perform remote troubleshooting through diagnostic techniques and pertinent questions
* Determine the best solution based on the issue and details provided by customers
* Walk the customer through the problem-solving process
* Direct unresolved issues to the next level of support personnel
* Provide accurate information on IT products or services
* Record events and problems and their resolution in logs
* Follow-up and update customer status and information
* Pass on any feedback or suggestions by customers to the appropriate internal team
* Identify and suggest possible improvements on procedure.

# Skills

MS office • Proficient with Workday • Team player • Excellent time management skills • Conflict Management • Public Speaking • Communication skills • Visionary

# Education

### may 2005

##### **M.B.A(Finance PGDBA)**/ SYMBIOSIS CENTRE FOR DISTANCE LEARNING

**ICWAI (STAGE 1 COMPLETED)**

### may 2003

##### **B.COM**/ **Osmania university**

### may 2000

##### **Intermediate (M.E.C)**/ **Ideal Junior college Hyderabad**

### may 1997

##### **SSC(10th)** / **GOOD WILL PUBLIC SCHLLO HAYTHNAGAR HYD**

**LICENSES AND CERTIFICATIONS:**

**Included in Licenses and Certifications of my LinkedIn profile:**

* **Human Resource**: HR as a Business Partner-LinkedIn [Issued Jul 20, 2020-No Expiration Date]
* **Human Resources**: Working with Vendors- LinkedIn [Issued Jul 20, 2020-No Expiration Date]
* **Human Resources:** Talent Management- LinkedIn [Issued Jul 20, 2020-No Expiration Date]

# Activities

Technology updating • Music listening •Travel