

Kalyan Kumar P V

Senior HR Professional

With 14 years' experience as HR Generalist and Administrator primarily in Manufacturing / ITES / Service sectors (both Startups & Established SMEs), I look forward to diversifying my skills with mutually rewarding career opportunities. My strength lies in seamlessly integrating Administration, Audits, and Training with the HR profile and establishing myself as a Key Resource in Business Support Functions.

+91-9663380538

kalyanpv206@gmail.com

MBA (HR)

Bengaluru

WORK EXPERIENCE

Head – HR & Admin

CELLCOMM SOLUTIONS LTD (2016 to Present)

Manufacturing and provision of turnkey solutions for IoT & Telecom with pan India presence & subsidiaries in Africa and Middle East

Manager – Admin (& HR)

EDIFY – VVN TRUST (2011 to 2016)

Founder Member - Head of support functions (HR & Admin) in Corporate K-12 managed by VVN Trust and DRS Agarwal Group

Manager – HR & Training

GLOBAL MEDITRANS PVT LTD (2001 to 2005)

Healthcare ITES with offshore accounts from US, Canada and UK with 24/7 operations.

MLS - Production

C-BAY INDIA (2005 to 2011)

MNC providing IT enabled services in voice recognition and data automation transcription services majorly for US, Canada and UK.

SKILLS

Induction & Onboarding

Statutory Compliance

Training

Policies / SOPs

HR Operations

Recruitment (IT & Non-IT)

Insurance

Payroll

Attendance & Leave

Full & Final Settlement

Audits

HRIS / HRMS

Office Administration

Employee Engagement

MIS Reports & Budget

Performance Appraisals

Grievance Redressal

Compensation Benefits

HR Metrics & Analytics

Canteen/ Security/ Facility/ Transport

Events

Contract Labour Management

Strategies

PROFESSIONAL DOSSIER

Recruitment & Selection

- Sourcing through advertising; portals such as Naukri & Linked In; manpower consultants; walk-ins; employee referrals and college campus drives.
- Development of competency matrix. Offer negotiations and assignment of Roles & Responsibilities.

Onboarding & Induction

- Verification of induction checklists, service agreements, background verification and other joining formalities. Approval of employee records on HRIS.
- Induction sessions on HR & Business policies and EQHS / ISMS concepts.
- Evaluation of apprentice along with on-job-training evaluation.

Attendance, leave and Payroll

- Handled payroll with adherence to state-wise minimum wages, ESI, PF, Bonus, LWF, etc.
- Regulated region-specific time & workforce schedules (holidays / leaves / attendance) across the globe. Client & project-wise manpower capacity planning as a part of HR shared services.
- Played a vital role in devising multiple incentive schemes vis-à-vis performance targets.

Legal and Statutory Compliance

- Closure of labour department arbitrations and project-specific compliance data.
- Achieved 100% compliance of HR & Admin Legal Calendar across multiple locations including returns, license renewals and payments under Shops & Establishments, Factories & Boilers, CLRA & BOCW.
- Independently handled Antecedent Clearances, FIRs and Court Proceedings.
- Handled plan approvals, CFE, BESCO, Fire Dept NOC, Occupancy Certificate, Khata & Tax.

HRIS Management & Employee Self-Service

- Management of employee database including end-to-end HR operations like transfers, career graph, qualifications, personal details, R & Rs, training evaluations and feedback for all branches & subsidiaries.

Employee Engagement Activities

- Organized & conducted casual gatherings, team activities and corporate events.
- Mentored employees in various eloquent activities by devising short-talks for 6 seasons over 2 years.

Training

- Analyzed L&D requirements. Monitored Feedback, Evaluation & Training Effectiveness across all depts.
- Developed curriculum and delivered Soft Skill Enhancement training programs.

Policies / SOPs / MIS / Strategies

- Conceptualizing, developing & delivering SOPs, Manuals and R & Rs for HR & Admin functions.
- Instrumental in rolling out operational / policy reforms and organizational restructuring plans.
- Provided chief support in sustaining business during Covid-19 by handling approx. 30% downsizing and up to 20% pay reductions in a transparent, empathy-driven exercise.
- Proposed 20% (and achieved close to 18%) cost reduction from HR & Admin functions which was a key contribution for sustaining profits during the pandemic years.
- Contributed to business development strategies like outdoor media, event-based promotions, website and corporate video content development, etc.
- Chalked out HR Manual and Business Principles documents including Anti-Bribery, Whistleblowing, Anti-Trust & Competition, Conflict of Interest, etc.
- Responsible for MIS management; horizontal & vertical meetings and MRMs/AGMs.
- Responsible for annual proposed budgets and minimizing the variances from actuals.

Employee Welfare & Grievance Redressal

- Contributed to Health & Safety, POSH, whistleblowing and canteen committees in various capacities; including grievance redressal investigations and resolutions.
- Managed annual health checks and group medical insurance.
- Managed employee welfare fund; organized group outings, donations and other social welfare activities.

Audits & Process Performance

- | | |
|----------------------------------------------------------|----------------------------------|
| • Lead the audit team for EQHS & ISMS certifications. | • On-site health & safety audits |
| • Supervising process performance of various depts | • Awareness training |
| • Risk assessment (HIRA / A&I / RA / QMS Matrix) | • Mock & Emergency drills |
| • Devising strategies for achieving QMS & EHS objectives | • Incident management |

General Administration

- Handled service providers such as security, housekeeping, canteen, travel, corporate mobility, etc., including supervision of vendor registrations, negotiations, SLAs and payments.
- Managed all non-IT & non-Technical assets including hazard analysis, OCPs, AMCs and fitness tests.
- Finalized General Insurance (Fire & Burglary, CAR, CGL) contracts and claims.

- Overseeing transport dept's 13-fleet of buses across 20+ routes
- Organized grandeur-scale cultural and sports events.

Performance Appraisals

- Drafted HR, 360 degree and subject knowledge-based process in coordination with Functional Heads.
- Encouraged quarterly one-to-one discussions by dynamic evaluation; counselling of non-performers.
- Transitioned existing KPI system from subjective analysis to more objective & fact based KPIs.
- Honed employee motivation & performance enhancement skills by leading a team of up to 50 members.

Exit Formalities

- Controlled attrition through exit interviews. Monitored dept-wise NOCs and asset & knowledge transfers.
- Full & Final Settlement including salary, gratuity, leave encashment, access and privileges.
- Handled employee termination cases within legal boundaries ensuring no damage to the organization.

ACHIEVEMENTS

- Established an avg placement score of more than 85% over 2 years with 100% placement in one batch.
- Implemented confidentiality policies and achieved HIPAA certification at GMT.
- Paperless-Office Campaign – Worked with the software team in conceptualizing, testing and go-live of HRIS modules with minimum schedule deviations.
- Key member of the startup team in development of 7-acre campus at Edify. Achieved 700+ admissions in a span of 5 years under my leadership.
- Honored with a cash reward and out-of-term pay hike for handling corporate office project.
- Deputed to streamline Legal & HR compliances and implement ISO standards at CSL Tanzania. Independently handled documentation, awareness training including internal audits and achieved TUV certification.
- Achieved an avg of 10 hours training per employee per year with less than 3% attrition rate.

AWARDS & CERTIFICATIONS

- “Train The Trainer” - Dale Carnegie
- Awarded Shareholder Presidential status – CSL
- Certified Internal Auditor: ISO 9001, 14001, 27001, 45001 (Bureau Veritas)
- Certification in “Negotiating Skills” – Princeton
- Going the Extra Mile Award
- “Leadership Training for Results” - Dale Carnegie
- GEM of Cellcomm award
- Awarded “Letter of Appreciation” for successfully leading CBSE affiliation on 3 successive occasions.

PERSONAL DETAILS

Post-graduate in MBA – HR (SMU),
Married with 2 kids; resident of
Anjanapura BDA Layout, Bangalore.

Languages

English ●●●●○
Hindi ●●●●○

Kannada ●●●●○
Telugu ●●●●○

Social



Interests

