

RESUME



VIVEK K P

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OBJECTIVE

To serve in an organization offers scope for self-improvement and knowledge, also contribute relevant experience in challenge atmosphere where my professional skills would prove useful and beneficial for the growth of the institution.

PROFESSIONAL SYNOPSIS :

- HR Generalist with over 5+ Years of Experience of End to End experience in HR Generalist, HR Executive and Administrator.
- Extensive experience in managing full cycle of recruitment, resource management and handling Vendors.
- Handled the Recruitment process from initial screening of the resumes.
- Onboarding of the candidate by co-ordination with Principal, Academic Coordinator, Management.
- Ensure pre-employment and post employment background verification checks across all levels.
- Conducted preliminary interviews as required, assessing candidate at all levels to ensure cultural fit, values alignment, long term potential, and technical fit for roles.
- Handling weekly reviews with the respective higher ups to provide hiring update.
- Acting Trainer for the New Joinees at HR Stream.
- Handled end to end Administration of the school.
- Handled the queries and Fees structure of the school.
- Handling reviews/complaints from the parent.
- Organizing Induction Program for the parents

PROFESSIONAL EXPERIENCE



Employer : Ryan Edunation Services Pvt Ltd.
Position Held : Assistant Manager HR
Syllabus : CBSE
Duration : 2022 to till date

Responsibilities:

- Managing HR activities for Ryan International School, Mumbai, Ryan International Academy Bangalore, Pune & Gujart
- Set objectives for the HR team and track progress based on metrics.
- Maintain the work structure by updating job requirements
- Review and approve or modify budgets
- Design and implement new company policies
- Implementation and manage HR practices including HRMS,
- On Boarding, Performance Appraisals, Off Boarding, and Employee Handbook.
- Monitor key HR metrics
- Employee official E-mail Id creation for the new joiners.
- Employee engagement such Birthday & Work anniversary Celebration and greetings.
- Monitor internal HR systems and databases
- Act as a consultant to managers and staff regarding policies and procedures
- Recommend new software to address personnel needs, like performance review tools
- Address employees' queries on issues related to compensation and labor regulations, and all other relevant topics
- Manage and oversee the whole recruiting and hiring process

- Prepare employees for assignments by establishing and conducting orientation and training programs
- Ensure 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
- Assess and maintain employee benefits programs and inform employees of the same
- Complete HR operational requirements by scheduling and assigning employees; following up on work results.



Employer : Greenwood High International School
Position Held : Admin/HR Incharge
Syllabus : ICSE, IGCSE & IB
Duration : 2021 to 2022

Responsibilities:

- Set objectives for the HR team and track progress based on metrics.
- Maintain the work structure by updating job requirements
- Review and approve or modify budgets
- Design and implement new company policies
- Implementation and manage HR practices including HRMS,
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Employer : Global Discovery Schools Bangalore
Position Held : HR Manager
Syllabus : CBSE
Duration : 2019 to 2021

Responsibilities:

Handling End to End Recruitment from Screening the resume to on board

On-boarding and Joining Formalities

- Conducting Induction and Orientation Program for Newly joined candidates and supervising the entire joining procedure for new joiners.
- Preparing and providing the appointment letter, Generation of Employee ID, Bank Account Opening. Managing the MIS of entire life cycle of an employee starting from Joining till Exit.

Payroll & Compliance

- Updating & validating compensation and benefits data for the joiners.
- Taking care of attendance & leave management system
- Delivering Compensation-related processes monthly, including processing of Incentives Mthly/ Qtly / or any special incentive, Leave Encashment, statutory bonus, accurately and as per timelines.
- Ensuring compensation practices are in compliance with current legislation.
- Analyzing and developing annual budget related to salary ranges, incentives, promotion, bonus and head count in coordination with the Finance team.

- Coordinating with the vendor on the labor law implications and other statutory requirements
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- Coordinating with the vendor on the labor law implications and other statutory requirements.
- Managing HRIS(Myspace) end to end for employee life cycle management.
- Managing all contract employees (Part-time) performance evaluations.
- Advising managers and employees on resolutions for specific problems relating to salaries and benefit program issues.
- Delivering C&B inductions and HR policies to new joiners across all Branches.

Back Ground Verification

- Review the weekly status along with the team and vendor for the pending cases if any
- Manage the Red and Orange reports with the appropriate meetings and closure reports

Vendor Management

- Vendor management & preparing Various Reports - SLA Agreement,
- Vendor management, vendor payments, collaborate with vendors, renew agreements with vendors, tracking payment status with the finance team.
- Maintaining good relations with vendors, processing payments.
- Head Count report, MIS, Attrition report, Recruitment Dashboard, Vendor tracking report Audit
- Coordinate with the auditors and share the required information on Payroll and Statutory compliance
- Respond with the supporting for the observations shared
- Ensure all the required information is shared closely work with the auditors for the closure reports Exit Management Exit interviews and attrition analysis for identification of attrition risks and thus develop retention strategies.

Statutory Compliances / Labor Laws:

Strict adherence and compliance with the provisions of various labor legislation's, registrations & renewals etc. EPF, ESI, PT – Tabulations and remittances etc., PF & ESI remittance, UAN generation for new employees, generate ECR & upload, approving PF transfer requests / settlement claims, update and approve KYC details and etc.

Employee & Organisation Database:

Ensure 100% completion of employee files and was responsible for Annual audits. Conceptualized organization charts and analytical reports from internal system for the entire organization.

Employee Relations / Employee Engagement:

Addressing daily employee concerns and issues, Developed long term relationship with employees through personal interaction and proximity.

Employee grievance :

Acting as single point of contact for all employee related issues, clarify the employee grievance and various issue/queries with regards to any official matters. Ensured timely resolution of employee queries and escalations. Attending & assigning internal / external employees queries regards to onboarding, leave, payroll, F&F settlements, performance appraisals and any other concerns etc.

Full & Final settlement and Exit process:

Conducting formal/informal exit interview process for resigned, quit/ terminates employees, coordinating for clearance with concerned department. Smooth exit and issuing experience certificate and relieving letter, Coordinate & manage the full & final settlement with the help of finance division and sending circular to other department at the time of relieving an employee. Finally, bid a farewell to the employee by gifting and organizing a small get together



Employer	: Shlok International School/JGI
Position Held	: Manager Admin & HR
Syllabus	: CBSE & IGCSE
Duration	: 2017 - 2019

Responsibilities:

- Handling Administration and HR works.
- HR Generalist.
- Managing School ERP.
- Recruitment of Teaching and Non-Teaching Staff.
- Maintenance of the students and staff data.
- Handling BEO works.
- Reporting the day-day activities of the school to the management on daily bases.
- Interaction with admission counselor to increase the admission.
- Monitoring the admissions.
- Monitoring the Teachers and students through CCTV.
- Monitoring the school expenses and Fees collection.
- Maintenance of teaching staff background verification and medical records.

- Assistant to principal and providing assistance for academic work.
- Managing the vendors.
- Appointment of new staff as per school requirement.
- Shortlisting the resumes.
- Handling End to End Recruitment from Screening the resume to on board
- Scheduling the Interview and Demo by coordinating with Principal and Academic coordinator based on their availability.
- Ensure Pre and Post background Verification
- Releasing the Offer Letter by not deviating the structured Salary slab

ACADEMIC QUALIFICATION

DEGREE /COURSE	INSTITUTION	UNIVERSITY	Percentage
Certification in HRM	Europe Academy	European Open University	-
MBA	Jain Deemed to be University	Jain University	-
Executive MBA	National Institute Business management	Kingster Education	80
BCA	Aakash International B M College	Dr. CV Raman	72.08
PUC	Aakash International B M College	Board of Intermediate Education A P	72
SSLC	Srinivasa high school Bangalore	Karnataka Board	72.80

CERTIFICATION PROGRAM

- NSIM(National Skillindia Mission) Certification program for MBA and HR training
- Enterprise Resource Planning(ERP) from European Open University
- Effective Communication Skills from European Open University
- Time Management Skills from European Open University
- Human Resource Management from European Open University

TECHNICAL SKILLS

- Basic Computer knowledge.
- Ms-word,Excel,Power point and programming languages, ERP.

PERSONAL PROFILE

Father's Name : Prakash K P
Mother's Name : Beena K
Languages known : English, Hindi, Kannada, Malayalam, Tamil & Telugu
Mobile : 7349587307/7795530195
Religion : Christian
Email Address : vivekprakash1705@gmail.com
Present Address : #66, " My Redeemer " Flat no.SF-006 Ex-serviceman Colony,
 Gunjur Palya, Gunjur Post Varthur road Bangalore - 560087

DECLARATION

I hereby declare that above written particulars of information and facts stated are true, correct and complete to the best of my knowledge and belief.

Place: Bengaluru

Date: / /2022

Signature

(VIVEK K P)