



## Abhinaya Kancharla

Bringing over 8+ years of seasoned expertise in the education sector, specializing in HR Business Partnering, Talent Management, Total Rewards, Employee Engagement, and Partnerships, covering vital aspects of the employee journey

### CORE COMPETENCY

Software: My Class Board (MCB), My OWIS, Eduvate, Flinnt  
ERP: Pocket HRMS, Greyt HR, HRIS

Training Software: Percipio – e learning and development portal.  
Strong hand on experience on and MS office, MS excel like pivot tables, Data values.

### PROFILE SUMMARY

- Currently associated as **Campus HR with One World international School (IB) School, Whitefield, Bangalore.**
- Strong communication, leadership & problem-solving skills; possess an eye for detail.
- Driven by new challenges, adapts to dynamic environment with ease; comfortable in working amidst stringent deadlines and achieving goals
- Proficient in Learning and Development (L&D), setting Key Performance Indicators (KPIs).
- Managed Performance Management Systems (PMS- constructive and 360 degree) effectively.
- **Skilled in preparing Management Information Systems (MIS). • Strategic approach to optimizing HR operations, saved 2% of the workforce budget.**
- **Led the Global leadership submit for Recruit and Retain. .**

### SKILL SET

- Talent Acquisition and management
- Manpower Forecasting
- Facilities & Asset Management
- Project Management
- Leave Management
- Event Management
- Liaison / Relationship Management
- Staff Management
- Employee Relations

### WORK EXPERIENCE

**One World International School, Whitefield, Bangalore from May 2023 to April 2024**

**Orchids The International School, Bangalore from April 2019 to April 2023**

**Ujjwal World School (Educator), Bangalore from May 2016 to April 2019.**

**Power wave Technologies, Hyderabad, July 2011 to May 2012.**

**GE Energy, Hyderabad from July 2010 to June 2011.**

**Simhapuri Energy Pvt LTD, Hyderabad August 2008 to July 2010.**

**Campus HR | One World International School Formally known as Silver Oaks International School.**

**May 2023 to till date**

#### **Key Result Areas:**

- Conduct Review Meetings of coordinators, teachers, and admin staff, keep track of MOM and SOP's.
- Ensure, employees follow the Organization's Policies and Procedures.
- Maintain Records of Teachers' Training, Certifications and Teachers service books as per the standards.
- Serve as liaison between the administrators, school board, principal, teachers, professional staff, and support staff.
- Oversee Hiring and Exit procedures. Schedule Recruitment Interviews.
- Facilitate New Employee Orientation program. Process Initial and Terminal Paperwork for the employees.

- Assist with the Recruitment Plan (Forecasting and charting upcoming year's requirements), including writing and posting job announcements for all categories and levels of employees.
- Verify Candidates' Credentials, including any licensing and certification if required for the position. Perform or arrange for Reference Checks and background verifications.
- Conducted comprehensive Performance Management System (PMS) cycles biannually, facilitating smooth change management and supporting management transitions.
- Monitors and ensures appraisals are completed in accordance to the timelines
- Conducts the first round of normalization of the bell curve and performance ratings in discussion with the managers, and shares the results with the Corporate HR Head
- Maintained meticulous data management, including MIS, TAT, Training tracker and recruitment dashboard and comprehensive records for all employees. Oversaw leave and attendance tracking systems, leveraging ERP portals such as HRMS and MCB for streamlined operations.
- Designed and Implemented Handbook and HR Policies applicable. Employee Referral, Leave Policy, PIP, POSH Policy, Exit Policy, and Recruitment Guidelines.
- Coordinating for the medical cards for the employees. Oversee the maintenance and accuracy of employee records, tax filings, and compliance with Indian regulations
- Handle employee relations matters including conflict resolution, grievance handling, and disciplinary actions, while maintaining a balanced and fair approach.
- Drives the corporate engagements surveys in the campuses. Conducts regular engagement activities in the campuses. Manages the rewards program in the campuses
- Collating various reports/MIS and managing budgets as well as processing various documents
- Coordinating day-to-day Accounts functions (including bank transactions & petty cash management), timely audits in association with Auditors and preparation of monthly stock statements

**Worked as Admin at Orchids the International School-  
April 2019 - April-2023**

**Key Result Areas:**

- Support the Principal in developing a strong and active parent community within the school. Work in direct collaboration with the Principal on an ongoing basis.
- Respond to the parent within 24-48 hours. Acknowledge the mails sent by the parents. Also discuss with the principal for resolving.
- Receive feedback from Parents and respond to concerns in an effective and timely manner. Maintain a proper data on suggestions/feedbacks /complaints with the steps that have been taken to resolve the issue.
- Handling of Admissions on school tour and maintain records on source of Admissions
- Counselling the parents on curriculum and about the schools. Do follow-ups on Website enquires and online applications program.
- Oversee the recruitment process.

## ACADEMIC DETAILS

- International Teacher Training and Montessori course from Daphne's International Teachers' Training Institute.
- Master of Business administration with HR with Marketing from Kakatiya University, (2006-2008).
- B. Sc from Kavitha Memorial Degree College, Kakatiya University (2003-2006).

(Abhinaya)