

AMBAGAM KRISHNA RAO

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Profile Summary

- A vibrant performance-driven professional with **over 23 years of rich experience in Pharmaceuticals** combined expertise in devising and effectuating HR, policies, systems and practices including sourcing, screening, recruitment, selection, compensation, joining preliminaries, induction, benefits, employee relations, termination, job evaluation and training.
- Subject Matter Expert of recruitment (aligning market/ top companies), manpower budgeting, background verification, exit interviews, MIS and payroll management by maintaining proper details in SAP
- Expertise in manpower planning & integrated talent management, transformation and development with skills in sourcing the best talent from diverse sources (after identification of manpower requirements in consultation with heads of different functional & operational areas) along with other corporate HR related functions; on-boarding, induction, onsite inclusivity, advancement planning, communication calendars, ER issues, so on.

Core Competencies

Strategic HR Operation
Talent Acquisition
Statutory Compliance
HR MIS

Employee Performance
Improvement
Monthly Performance Review
Learning & Development

Compensation
Staff Coaching & Mentoring
Employee Engagement /
Relation

- **Disciplined and flexible problem-solving approach that balances business goals with employee needs.**

Education

- **MBA – Human Resources** from Institute of Advance Studies in Education, Rajasthan.
- Diploma in Personnel Management & Industrial Relation from National Institute of Labour Education and Management, Chennai, 2010 Batch.
- Bachelor of Arts (General) from Institute of Advance Studies in Education, Rajasthan
- Matriculations – from Odisha Board
- **Talent Acquisition and Management – Online Certification – NPTEL Joint Venture of IIT Roorkee (MoE, Govt. of India)**
- **Performance and Reward Management – Online Certification – NPTEL Joint Venture of IIT Roorkee (MoE, Govt. of India).**
- **Pursuing Executive Certificate Program in “ADVANCED LEADERSHIP AND CHANGE MANAGEMENT” from IIM, Visakhapatnam**

Training attended

- Transactional Analysis and Listening Skills – External training – Mr. R. K. Sahu (2 days) 2003
- Banna-Hai-Dhruv - Mind Reading Techniques & Good communication Skills–External Training – Mr. Deepak Rao (2 days) 2006
- Rewire your brain – ultimate success builder workshop – Dr. Meghana Dikshit (1 day) 2021
- Master your subconscious Mind (NLP) – Mr. Nilesh Goswami (1 day) - 2021
- The procrastination Killer Workshop – Mr. Ankit Neerav (Online 5 days) 2021

CURRENT WORK EXPERIENCE

- **Akums Drugs and Pharmaceuticals (Akums Group) Baddi, Himachal Pradesh – HR Head for two units (Assistant General Manager) 09 May 2022 to till date | Injectable / OSD / Liquid Orals (Promoted from Senior Manager to AGM after one year)**

RESPONSIBILITIES

Talent Acquisition & Development

- Designing and implementing Recruitment strategy on internal sourcing from Junior to senior level positions requirements, handling complete recruitment cycle i.e., from Manpower Planning till hiring the suitable candidates.
- Attracting talent through job portals, newspaper advertisements, employee reference, placement agencies, walk-ins etc, to optimize recruitment cost.
- Coordinate with recruitment agencies for senior level positions. Involved in Bulk Hiring-selection & screening process of face-to-face interviews for conducting aptitude test, final interview assessment, negotiation on various aspects for Salary, role & position offered.
- To ensure Joining formalities of new employees (appointment letter, Docket, Emp Code, Bank Account etc.).
- Preparing HR cost budget.
- Leadership level positions mapping with competent companies.
- To ensure proper induction of the new employees, facilitating their interaction with different functional heads of the different departments.
- To conduct Exit Interviews / Stay interview with employees and identifying root cause of attrition.
- HR MIS and Analytics. Maintaining recruitment tracker, vacancy status, exit against recruitment.
- Tracking and analysing head count movements, Attritions, Surveys.
- Grievances Handling through Skip Level Meetings/Floor Walks/one-on-ones.
- Preparation of Daily / Weekly / Fortnightly / Monthly Report.
- Preparation of SOPs and their implementation.

Employee Relations

- Addressing issues on employee productivity, attrition, absenteeism, and organization culture; maintaining knowledge of legal requirements related to daily management of employees, reducing legal risks & ensuring regulatory compliance
- Ensuring prompt resolution of employee grievances & maintaining cordial employee relations.
- Steering employee motivation, personnel/family counselling thereby instituting measures for reducing absenteeism and employee turnover
- Supporting the resolution of escalated Employee Relations (ER) issues, managing risk to the business

Performance Management

- Implementing comprehensive performance management, competency, and compensation framework to support the business and build robust recruitment and engagement processes to achieve ambitious growth plans
- Devising Goal Setting Sheets for managers and other work levels in coordination with function leaders
- Administering the Annual Appraisal process across levels
- Effectuating the performance management system; managing confirmation / annual performance appraisal process across the levels linked to reward management and career growth
- Facilitate adherence to on time annual appraisal reviews.
- Ensuring that that appraisal process gets completed within the given time frame and all necessary documentation has been done properly.

Employee Engagement

- Addressing the issues on employee productivity, attrition and organization culture
- Devising employee engagement / inclusivity programs, aimed at enhancing the sense of bonding and oneness amongst the employees
- Ensuring prompt resolution of employee grievances & maintaining cordial employee relations

Organizational Development

- Formulating & benchmarking functional best practices to focus on development of abilities to meet present and future goals and mission set by the organization
- Implementing the processes of Organizational Development as a planned change and a systematic process for applying Behavioural Science principles and practices in organization to increase individual and organizational effectiveness
- Introducing several motivational schemes to retain and attract performing employees and to generate willingness to exert the high levels of effort towards organizational goals.

Statutory Compliance & Liasoning

- To ensure 100% compliance of the plant.
- To ensure PF, ESIC returns as per timeline.
- To ensure allocating PF, UAN & ESIC (wherever applicable) Numbers to New Joined employees, updating KYC's, Transfer & Withdrawal of PF.
- To ensure of maintain all Register as per various act.
- Liasoning with authorities (Factories, Labour Department, Pollution Control Board, Inspectorate of Boilers, Police Department, Electricity Board, NATS, Fire Department, DC Office etc.) and Returns filling as per timelines and in prescribed format defines in government acts like Factories Act, Contract Labour Act, Maternity Benefit Act, Bonus Act, Minimum Wages Act, PF Act, ESIC Act, Employment Exchange Act, Workmen Compensation Act.

Administration:

- Monitoring - Canteen, Transport, Security, Guest House & Housekeeping including Pest Control.
- Stock Management – Stationary, Linen, Pantry Items.
- Courier & Bookings – Postal Dispatch, Hotel & Flight/ Train/ Bus Bookings, Travel management
- Bill Clearance & SOP Compliances.
- Linen Arrangement – Ensure Clean Linen availability and smooth running of In–House Laundry.
- Event Management – Arrangements for Festival and Annual Events.
- Control overall security of Plant.

Previous Experience

- **Zydus Healthcare Limited (Zydus Cadila Group), Sikkim & Vadodara** - HR Lead| September 2016 – May 2021 (4 Years 6 months) Transferred from Zydus Healthcare Limited Sikkim to Cadila Healthcare Limited on November 2021 (Vadodara). OSD, Capsules, Ointment / Cream, MDI/DPI, Sterile Plant – **Greenfield Project**
- **Bright Future Consultancy Services** - Branch Head | January 2016 - September 2016 (*A complete Manpower Solutions*), for Pharma *Visakhapatnam*. Hiring staffing upto Senior Leadership to Aurobindo Pharma, Glenmark, Macleods, Stride Pharma, Abbott Pharma, etc.
- **Shilpa Medicare Limited, Hyderabad** - Assistant Manager (Head) – HR & Admin| June 2015 - September 2015. **OSD & Sterile Plant.**
- **Sun Pharma Laboratories Limited, Sikkim – Executive – HR & Admin** | April 2015 to June 2015, OSD
- **Glenmark Pharmaceuticals Limited** HR & Admin *Executive, Baddi (HP)*| June 2011 - April 2015 (*USFDA, MHRA, ANVISA approved*) **(4 Yrs)** OSD, Liquid Orals, Ointment, DPI/MDI/Nasal Spray
- **Wockhardt Limited HR & Admin** Supervisor, Baddi (HP) & Lalru (PB)| July 2007 - June 2011 (*USFDA, MHRA approved*) **(4 Yrs)** OSD, Capsules, Liquid Orals, Ointment
- **Jubilant Lifesciences, Roorkee** – Documentation Assistant – QA | April 2007 to July 2007 – Greenfield Project
- **Panacea Biotec Limited** Assistant Officer (New Delhi & Baddi)| December 2001 - December 2006 (*USFDA, MHRA approved*) **(5 Yrs)** OSD, Liquid Orals, Ointment - **Greenfield Project**

Personal Details

- Father's Name: **Late A. Polayya**
- Date of Birth: **9th February 1980**
- Languages Known: **English, Hindi, Oriya and Telugu (Read, Write & Speak)**

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