



KAPIL KUMAR YADAV

Senior Human
Resources Manager

Contact

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Skills

Employee Relations



Excellent

Recruiting



Excellent

Talent Management



Excellent

CAREER OBJECTIVES To achieve greater heights in the field of Human resources by applying constant knowledge and moving ahead to have a better career with the organization. Conscientious and compassionate human resources professional with a drive for helping employers recruit, develop and retain qualified candidates. Skilled at partnering with management teams to build employee-centric cultures promoting positive morale and optimizing productivity. Motivating and positive with excellent interpersonal, coaching, and communication skills.

Work History

2020-12 -
Current

Senior Human Resources Manager

IOMEDIA India Pvt. Ltd, Gurgaon

- Recommended and implemented successful strategies to maximize employee retentions.
- Implemented productivity benchmarks across all departments to maximize productivity.
- Collaborated with recruiters to help develop compensation packages and maintain fair employee pay levels.
- Conducted performance evaluations, compensations and hiring to maintain 70% staffing requirements.

2017-05 -
2020-11

Manager - HR

IOMEDIA India Pvt. Ltd, Gurgaon, Gurugram

- Implemented performance reviews and employee engagement activities to elevate HR team results.
- Processed employee claims involving performance issues and harassment.
- Motivated employees through special events and incentive programs.
- Streamlined HR efficiencies, coordinated new hire orientations and provided onboarding and training for 250 new employees.

2012-05 -
2017-04

Assistant Manager

Hitachi Plant Technologies India Pvt. Ltd, Gurgaon

- Coordinated activities of human resources team, distributing resources and personnel effectively across organization to meet HR needs.
- Briefed new hires on essential job information, such as company policies, employment benefits and job duties.
- Reduced process lags by accurately managing

Performance Management

Excellent

Employee Engagement

Very Good

HR Policies

Excellent

Human Resources Information Systems (HRIS)

Excellent

Compensation & Benefits

Very Good

Succession Planning

Excellent

Recruitment strategies

Very Good

Microsoft Office proficiency

Excellent

Software

HRIS (Workday)

Excellent

Dashboards

Very Good

MS Office

Very Good

Languages

English

confidential records for staff members.

2010-08 -
2012-04

Office Administrator

Olympus Medical System India Pvt. Ltd, Gurgaon

- Supported office manager with proactive correspondence management, document coordination and customer relations.
- Kept accounts and records current by actively pursuing error resolutions and independently correcting problems.
- Scheduled conference rooms, prepared agendas and maintained calendars to prepare for meetings and events.
- Kept detailed records of supplies and office equipment use to budget and make orders for new supplies.

Education

B.Com: Commerce

School of Open Learning (Delhi University) - Delhi

MBA: HR & Operations

NIMES - Delhi

Strategic Human Resources Applied Analytics: HR Analytics

Indian Institute of Management - Rohtak

Certificate On Advance Excel: Excel

Manipal Pro Learn - Delhi

Certificate in Building Interactive Dashboard

Skill Nation - Mumbai

Certificate Course in HRBP

Skill Deck - Delhi

Accomplishments

- Independently manage 300+ employees based out of NCR
- Achieved high level accuracy by introducing Workday

Excellent

Hindi

Excellent

for managing HR data.

- Supervised team of 08 staff members.
- Done salary benchmarking for all skill set across the organization basis the role criticality, years of experience, internal parity and the market data.
- Introduction of new reimbursement components to help employees in saving taxes
- Getting the organization in line with the compliances relating to leaves and their encashment

Additional Information

- Automations done for No due's clearance process.
- Automation of onboarding process
- Transition of the recruitment process from Manual to ATS
- Designing of salary structure for the company to attract and retain the talent
- Understanding the learning needs of the organization as per the skills required for the current role
- Succession planning

Certifications

2014-09	Advance Excel
2022-06	Interactive Dashboards
2022-07	HRBP