



S.KARTHIK

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EXECUTIVE-LEVEL POSITIONS:

Human Resource Generalist, Talent Management and HR Business Partnering

- A result-oriented HR professional having **15+ years** of experience in various HR aspects like **Business partnering, Employee Engagement, Talent Acquisition & Talent Management, HR Generalist, Employee Relations.**
- Skilled in handling large workforces & Proficient in handling Manpower Planning & Recruitment, Reward & Recognition, Executive Development, and Performance Management.
- Sound knowledge of **local statutory laws** and **internal/external auditing** process.
- Hands-on experience in supporting IIT based IT Product Start-up companies from their early stages (**B**uild **O**perate and **T**ransform expertise)

Tools Exposure:

- ⇒ HRM – Zoho People, Workday, Peoplesoft, SAP
- ⇒ ATS – Zoho Recruit, Naukri RMS, TAM, Workday Recruiting, Kenexa, Avature (Sourcing), Jobvite
- ⇒ Employee referral tool - simpller, CRM – Salesforce
- ⇒ Expense Reporting – Concur, Procurement – Oracle R12
- ⇒ Jira Software, MS Office tools, Various Job Boards like Naukri, Monster, IIM Jobs, LI, Social Media hiring...etc

Work Experience

Currently associated with Chargeback Gurus Fintech Pvt Ltd, Chennai

(Since Dec 2020 to Till Date)

Working as Senior Manager – Human Resources / Site HR for a headcount of 250+ employees

- ⇒ Handling site-level HR functions covering TA, Generalist, L&D, Admin, and HRBP operations with a team size of 7 members
- ⇒ Revamped the existing HR policies to the latest global standards.
- ⇒ Formulated SOPs for every HR operation to have sustained operations.
- ⇒ Implemented **PoSH** at the site.
- ⇒ Worked on implementing **ZOHO-ONE** HRM tools throughout the company (India & US)
- ⇒ Streamlined Payroll process and Vendor Management
- ⇒ Handling statutory compliance, Employee Benefits, and Employee Grievance across sites.
- ⇒ Employer Branding: Built Employee centric culture for the organization.
- ⇒ Conducting Performance Management process implementation of KPIs and Performance Management process across business verticals.
- ⇒ Working with all Business Unit`s Head to strategize workforce management.
- ⇒ Implemented the Learning & Development platform for the company.

Associated with AntWorks, Chennai

(Since Jul 2019 to Nov 2020)

Working as Senior Manager – Human Resources / Sr.HR Business Partner

- ⇒ Handling HR Generalist for India operations across multiple sites.
- ⇒ Handling Global Mobility of talents (International transfers – Inbound and Outbound)
- ⇒ **PoSH** champion for Pan India sites
- ⇒ Global policies and implementations.
- ⇒ Handling Payroll process and Vendor Management
- ⇒ Handling statutory compliance, Employee Benefits, and Employee Grievance across sites.
- ⇒ Building the Employee centric culture for the organization.
- ⇒ Setting up SOPs for HR processes.
- ⇒ Coordinating on Onboarding and Offboarding process.
- ⇒ Conducting Performance Management process implementation of KPIs and Performance Management process across business verticals.
- ⇒ Supporting TA activities, succession planning, and workforce management.

IIT Madras Research Park - Incubated Companies, Chennai

(Since Mar 2018 to Jun 2019)

Worked as Senior HR Consultant – Consultant roles

- ⇒ Supporting IT Product Start-up companies to set their Organization structure from the initial stages to scalable model (Build, Operate and Transfer Model)
- ⇒ Responsible for Setting up the entire HR process, both functional and Operations
- ⇒ Building **Culture** and Framing **HR Policies**, Customized Benefits – Location Specific, Various vendor management, and other compliance factors including Employee Health and Safety.
- ⇒ Handling TA, Rewards and Recognition, Comp & Ben, HRIS, and Business partnering functions.
- ⇒ Ensuring Smooth & Stable operational process for a Start-up company, focussing towards CMMI standards.

Associated with Adhyas Software Private Limited, Chennai (an IIT-M Incubated company as 1000lookz) **Head HR** (Full-time consultant) (May 2018 to Sep 2018)

Job Roles & Responsibilities:

- ⇒ Heading entire HR functions for this start-up company.
- ⇒ Hands-on experience in building **TA** and **HR** team for the Chennai Site.
- ⇒ Doing & Organizing employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention, compliance, and labour relations.
- ⇒ Leading the TA-Sourcing Team with Pipeline Building exercises to ensure a steady resume flow.
- ⇒ Managing TA vendors and other vendor empanelment for the company.
- ⇒ Being a Technology Start-up, had an opportunity to handle multiple roles, including Team Management, Leading, and Collaborating Ideology which will be profitable for the company

Associated with Ooyala India Pvt Ltd, Ramanujan IT Park, Taramani, Chennai

Since Oct 2016 to Feb 2018

(a US-Silicon Valley-based Product development- Video Monetization company)

Worked as HRBP-Global HR - TA / Senior Engineering Recruiter– Global Talent Management

Job Roles & Responsibilities:

- ⇒ First HR person to join the India team and was part of setting up India operations from Scratch.

- ⇒ Hands-on experience in building **HR** team for the India Site.
- ⇒ Played multiple roles as Sr.Recruiter/Sr.HRBP/HR – **People Operations** at initial stages to support expansion.
- ⇒ **HR Business partner** for major business verticals (AdTech, Flex, Tech Support) at Chennai site.
- ⇒ Framed Benefits and local HR policies and streamlined various Admin processes for the India office.
- ⇒ Set up Vendor management – Finance/Auditing/Compliance and Recruitment agency vendor ship
- ⇒ Increased the Chennai site headcount from 10 to 70 across six major business verticals in 6 months, including senior grade critical hires like Directors/Site lead or Head.
- ⇒ Partnered with Critical Business Units (Big Data Team) and stabilized various internal operations to ensure smooth functioning with process control management.
- ⇒ Worked with Compensation and benefits team to define the Comp-ratio for the Chennai site and ensure the company has good branding in the local talent market, **Employer Branding – Project Inception**.
- ⇒ Conducted **Open houses, Tech Talk events (AI, ML, DL)**, and other branding activities for the company
- ⇒ Good experience in creating an **Incubation Project** as a part of the University Relations program in the Analytics and AI domain.

Associated with Symantec Corporation (Known for Norton Anti-Virus), Chennai

Jul 2008 – Oct 2016

Worked as HR Staff Employment Coordinator/ Sr. Staffing Specialist – Global Talent Acquisition Team and also as Employment Coordinator / Sr. HR Specialist-Global HR Office

Job Roles & Responsibilities:

HR Staff Employment Coordinator:

Onboarding, Induction, Employee File Management, BGV, Employee Engagements, and Employee Relations

- ⇒ Processing Hiring through Kenexa and update the HRM portal - Workday
- ⇒ Completing Pre-On boarding formalities and coordinating with the Hiring Managers and New Hires and other Stakeholders
- ⇒ Handling day one joining process - Documentation, and Induction
- ⇒ Implemented **WOW experience** on **day 1** for the New hire HR project.
- ⇒ Handled Background verification for New hires and Ex-Employee verification.
- ⇒ Maintaining Employee Personal Files and preparing MIS reports.
- ⇒ Managing Employee Relations employee grievance at site
- ⇒ Acted as **Subject Matter Expert** for HR operations for Chennai & Bangalore sites.
- ⇒ Coordinating Campus Hire activities under **University Relations Program**.
- ⇒ Heading the **Employee Engagement** Activities (**MSMP-My Symantec My Pride**) for Chennai Centre

HR-BP: (additional responsibility)

- ⇒ Administering **Process Control Management** in HR process within a specific Business Unit
- ⇒ Framed optimized protocol for usage of team logistics which **saves the team budget** effectively.
- ⇒ Improving Employee Satisfaction (**E-SAT**) score through PCM measures for the Business Unit;

Roles handled in the past within Symantec:

Recruitment

- ⇒ Instrumental in creating and leading the internal sourcing team to **avoid/reduce external recruitment agency usage** to support US, EMEA, and APJ requirements.
- ⇒ **Sourcing:** Special assignments like Name Generation Projects help the TA team reducing the TAT of fulfilling the Job openings and build a robust Pipeline mechanism.

- ⇒ Awarded Special Recognition Award- Applause Level 3 Awards from US Engineering Recruitment Team for closing a critical requirement at Director Level Grade and many applause awards at different categories.

Previous Assignments

Comsys Technologies Inc., Amherst, NY Chennai (C/o. Allsec Technologies Ltd.),

Dec 2007 – Apr 2008

Worked as Sr. Officer-HR

Key Highlights

- ⇒ Shouldered responsibility for handling the end-to-end recruitment process, especially in the US market.
- ⇒ Pivotal in setting up Offshore Support Team for US Office; looked after H1B transfer of candidates.
- ⇒ Accountable for coordinating with Attorneys and looking after employee relation activities at the offshore point.
- ⇒ The environment used: H1B Filing, H1B Transfer, 1099, Corp to Corp, W2, Contract to Hire, Direct Clients, Tier Layers, Vendors, etc.

CS Software Solutions, Pvt. Ltd. Chennai (CS Solutions Inc., MN, USA):

Oct 2006 – Dec 2007

Worked as Sr. IT Recruiter-US Operations

Key Highlights

- ⇒ Pivotal in supporting US Staffing Team in the process of end to end recruitment process.
- ⇒ Instrumental in maintaining HRM Tool.
- ⇒ Major environments used: 1099, Corp to Corp, W2 and Contract to Hire, Direct Clients, and Vendors.
- ⇒ Awarded as “**Star Recruiter**” of Q4 2006 from the employer.

Scholastics

- ⇒ **Doctorate (Diploma) in Management Studies** – specializing in Performance Management from Kaizan Global School of Business Management - 2015 – **A+ Grade** – Diploma course through Distance Learning
- ⇒ **MBA / PGDM (HR & Marketing)** from Indian Institute of Planning & Management 2006 –**First Class**- Full Time
- ⇒ **BE (CSE)** from PMR Institute of Technology, University of Madras, Chennai in 2004- **First Class** - Full Time.

Professional Enhancement (Certifications / Trainings Attended)

- ⇒ Currently Pursuing “GPHR” certification through HRCI
- ⇒ “The role of HR as a Business Partner” certified by Skillsoft
- ⇒ Various LinkedIn certifications on HRM
- ⇒ Attended Lean-Six Sigma Workshop, certified by Central Govt. of India.
- ⇒ Certified First Aider and Fire Warden-Floor Marshall.

Personal Dossier

- ⇒ Date of Birth : 8th April 1983
- ⇒ Address : New No. 2, Old No. 7A, First Street, Tansi Nagar, Velachery, Chennai-600042.
- ⇒ Passport No. : L2295220 (Valid Up to 2023).
- ⇒ Languages : English & Tamil.

References available upon request.