

# Manjunath Byakodi

Assistant Manager Human Resources | Business Partner



## PROFESSIONAL SNAPSHOT

- 9+ years of experience in core areas of Business HR
- An expert in Employee Business partnering, employee relations and conflict management. Seeking an opportunity to work in a collaborative environment where I can leverage my domain knowledge and implement my ability to provide meaningful contributions

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Location: Hyderabad

## KEY COMPETENCIES

- Employee Connect, Engagement, Fun @ work and Attrition Management
- Talent Management, Training & Development, Performance Management, Performance Appraisal
- Payroll, Compensation & Benefits, Statutory Compliances.
- HR Operations, Policy Management, Compliance & Employee Relations
- Strategic HR, Organization Development, HRIS and HRMS

## WORK EXPERIENCE

**Tarantula India Pvt Ltd- Assistant Manager HR. (05/2017 – Present)** *Hyderabad*



*Tarantula is a proven market leader of telecom site management solutions. Product based company.*

### Key Roles:

- *Employee Engagement Programs, Employee Relations, Employee lifecycle*
  - Developed, implemented, improved, and oversaw HR functions and processes, including Employment lifecycle.
  - Designed different Engagement Programs such as Townhalls, Surveys, Open communication, Grievances resolution, Disciplinary procedures, absenteeism, health, and workplace safety measures, Fun @ work, Employee connect programs, Health & wellness camps, Family events, Employee Satisfaction Survey, New Bee, Employee Communication Forums, Women Empower Forum, monthly newsletters.
- *Training and Development, Talent Management*
  - Identified Training needs for teams and individuals and evaluated training programs.
  - Designing and implementing various talent management initiatives such as Employer branding, Career Progression Plan, Succession planning, Competency framework for upskilling talent.
  - Managed FTE, Contingent workforce, Contract renewals, Salary revisions & Promotions. Virtually managing Singapore and USA employees, reviewing Singapore payroll and expenses.
  - Implemented several retention strategies such as Retention bonus, Joining bonus, CSI bonus, R&R, Career progression plan, work life balance, work flexibility, employee wellness programs.
- *HR policies and procedures, Statutory Compliances, HR Programs, and Initiatives.*
  - Experience of developing & Enforcement of HR Policies related to Recruitment, Promotions, Appraisals, Leave Management, Payroll and Exit Policy and management. Good understanding of statutory compliances.
  - Managed the payroll and employee benefits administration (attendance, leave, exit F&F, Insurance, Gratuity, PF)
- *Performance management, Compensation & Benefits*
  - Drive Performance management system including performance ratings, feedback sessions, advising promotions, increments, salary normalization etc. Managed appraisal process across the levels
  - Effectively designed and executed various C&B programs such as Salary survey & compensation benchmarking, health insurance, Various Bonuses, expense reimbursement, allowances.
- *Organization Development, Change Management and Organization Culture, Diversity, Equity, and Inclusion*
  - Experience of managing organization-wide HR programs and initiatives such as organizational change, organization culture, retention and engagement strategies, compensation & benefit, workforce planning, training & development, Short and long-term HR strategies in line with business goals.
  - Designed and developed diversity initiatives such as Women empowerment forum, Talent first initiative, promoting through jobs ads, display posters at work.
- *Reports and Analysis*
  - Monitor, publishing of various Monthly, Quarterly & Annual reports of MIS relating to Manpower, Recruitments, Separations, Attrition, Training & Development, Employee engagement activities etc.
  - Ensure People data integrity across HR systems by conducting regular data audits.

## ACHIEVEMENTS

- Developed and instituted employee training and retention initiative that reduced employee turnover. Updated and implemented HR policies for continued company compliance with Statutory guidelines.
- Bagged Star Performer Award for the exceptional performance in 2022
- Successfully organized and coordinated all the company's special events.

## PROJECTS

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- **Attrition Analysis**
  - The objective was to find out reasons for the high attrition of employees and thereby recommend a mitigation plan. We performed an in-depth analysis of the exit data and relevant open house surveys and exit surveys. Controlled attrition of niche skill and high performers by using month over month attrition analysis, achieving 13% to a target of 12%. The high performer attrition% dropped from a target of 8% to 6% in FY22.
- **High-cost resource planning**
  - The objective was to ensure that high-cost resources were aptly utilized and had a clear career path for them. Identified top performers and gave them role elevation (acting lead), cross skilling opportunity and rotation. This resulted in lowering the attrition rate of best performers.
- **Employee wellness program**
  - Spear headed the wellness program in the organization with the need for emotional as well as physical wellbeing. Organized Stress management, Mind-full eating, Yoga sessions, Weight reduction program.
- **Annual R&R Event**
  - Recognition and rewards are an integral part of the culture of an organization. When I was presented with the responsibility of program managing the Annual event, I took ownership of the multiple moving parts of the event and concluded the same successfully.
- **Women Empowerment Forum**
  - I connected women leaders from various business units with our women employees, which helped in promoting 3 women employees into Manager role.

## PREVIOUS EXPERIENCE

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- **VelocITy - HR Generalist (Consultant role) (01/2016 - 05/2017)** *Hyderabad*  
*Outlined HR Policies & Procedures, Talent Acquisition, EmployeeEngagement, Induction and Orientation*
- **Google - HR Executive - (Randstad Pvt Ltd) (06/2014 - 12/2015)** *Hyderabad*  
*HR Policies & Procedure, Grievance, Discipline, Talent Management, Performance Management, Employee Engagement, ER.*
- **Tata Business Support Services - Team Lead (06/2008 - 06/2012)** *Hyderabad*  
*Lead a team, Handled client SLAs, ANS%, FTR%, Call Quality, Absenteeism*



## EDUCATION

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- **MBA in Human Resources** from IK Gujral PT University, **06/2012 - 06/2014** *Hyderabad*



## CERTIFICATIONS & TOOLS

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- PHR®      ChrMP®      ASHRM®      **WORKDAY**      **MS-OFFICE**

## SKILLS

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- Good team playing and leadership skills.
- Good interpersonal skills and ability to interact with all levels of the organization.
- Highly driven, self-motivated, result oriented. Ability to work with minimal supervision - A self-starter who is always looking for ways to improve, without being told what to work on next.
- Proficient in MS Office - MS Word, Excel, PowerPoint.