

SHRIKANTH K

MANAGER-HR&IR

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PROFESSION SYNOPSIS

HR Professional experience with 15 years in the field of Green Field project, corporate level & Plant HR/IR /Admin functions like Recruitment, on boarding, Induction programme, Policy Preparation and development, Industrial Relation/ER, Legal- Statutory Compliance, Compensation and Benefit Management, Pay-Roll Processing, Performance Appraisal, Training & Developments, CSR activities and General Administration.

CORE COMPETENCIES

- Drafting Company Policies / Revisions, Contract labour, NAPS, NEEM mgt, Industrial Relation (IR), Administration
- Recruitment, Selection & Induction Programme, Statutory Compliance Audits, COD & LTS, Transport mgt Expats & Indian Staff
- Time office, Payroll Management, Leave Management, Domestic Enquiries, Canteen Mgt
- Wages and Compensation Management, Worked under Green Field project, Conciliation Meeting and Proceedings, Security Mgt
- Statutory Compliance, Employee Engagement programme, Disputes – Court cases & Handle local issues, Expats FRRO
- Training & Development, Full and Final Settlement, Grievance Handling, Expats drafting Apartment agreement
- MIS Report, ISO, IATF Internal Audit, Handle union employees, VISA formalities Expats & Indian staff
- Performance Management Systems(PMS), Handle/control all administration activities, Smoothly Handle Director of Factories, Labour dept, KIADB, KSPCB etc., Safety coordination.

CORE COMPETENCY

- **Recruitment, Induction & Joining , Exit Formalities**
- Identifying and Selecting talent of varied skill sets for different levels. Sourcing through Job Portals, Placement agencies, Referrals & Advertisement, Campus Recruitment.
- **Performance Appraisal**
- **Training & Development**
- **Payroll, Compensation & Benefit Administration**
- **Legal & Statutory Compliances**
- **Contract Labour Management / Vendor Mgt/NEEM/NAPS MGT**
- **Industrial Relations & Employee Relations**
- **Motivation, Engagement, CSR, Rewards & Recognition**

PROFESSIONAL WORK EXPERIENCE

M/s. British Engines India Pvt. Ltd. (UK MNC) (June 2023 -Till Date)

Designations: Manager-HR&IR

M/s. NPR Auto Parts Manufacturing India Pvt. Ltd. (Japanees MNC) (Sept 2019- June 2023)

Designations: Manager- HR & IR

M/s. Sato Argox India Pvt. Ltd. (Japanees MNC) (Dec-2018 – Aug 2019)

Designations: Manager-HR & Admin

M/s. Cataler India Auto Parts manufacturing India Pvt. Ltd. (Japanees MNC) (October 2015 to Dec 2018)

Designations: Sr. Executive-HR&Admin

M/s. Unicast Auto Tech Pvt Ltd. (Indian base) (June 2009 to October 2015)

Designations: Sr.Executive-HR & Admin

EDUCATION & PROFESSIONAL QUALIFICATIONS

- Master's Degree in Social Work(MSW-PM & IR)- (Mangalore University-2007-2009)
- Bachelor's Degree in BA (Mangalore University -2004-2007)