

SHRIKANTH K

MANAGER-HR & IR



ADDRESS

- Address: Kongalai House, Ananthady Post & Village, Bantwal TQ, Dakshina Kannada(Mangalore) (574253)

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.



EXPERIENCE

M/s. British Engines India Pvt. Ltd. (UK MNC)

Designations: Manager-HR&IR, (June 2023 -Till Date)



M/s. NPR Auto Parts Manufacturing India Pvt. Ltd. (Japanees MNC)

Designations: Manager- HR & IR, (Sept 2019- June 2023)



M/s. Sato Argox India Pvt. Ltd. (Japanees MNC).

Designations: Manager-HR & Admin, Dec-2018 – Aug 2019)



M/s. Cataler India Auto Parts manufacturing India Pvt. Ltd. (Japanees MNC)

Designations: Sr. Executive-HR & Admin, (October 2015 to Dec 2018)



M/s. Unicast Auto Tech Pvt Ltd. (Indian base)

Designations: Sr.Executive-HR & Admin (June 2009 to October 2015)



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.
- Conduct HR interviews of the candidates & analyze their suitability for organization / Job requirement.
- Driving Employer branding through Campus Interface
- Making offers and Doing the Salary Fitments as per company policy
- Issuing Appointment letters & facilitating new joiner with all the essentials
- Technician Sourcing, Selection, Induction, arranging for compulsory 15 days on the job training, Safety, Ergonomics, Principles of Responsibility Training, Placement to the production line after quality clearance.
- Exit Clearance for resigned/terminated employees, conducting exit interviews, Prepare the full & Final Settlements of resigned employees.

Performance Appraisal

- Performance appraisal process, ensuring that deadlines are adhered to maintain performance appraisal details of all employees. Analysis & submission of reports to top management for decision on promotion, compensation & benefits, Market Data Review and propose increment and promotion .
- Process the performance Appraisal of Management staff.
- Finalize Staff annual appraisals systems.
- Periodic performance analysis through task review.
- Competency based performance analysis.
- Implement performance appraisal format setting with top management.
- Half yearly Performance Review
- Annual Performance Review

CONTACT :



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DOB : 17-09-1984



Kongalai House, Ananthady Post & Village, Bantwal TQ, Dakshina Kannada-574253.(Mangalore).



ACADEMIC CREDENTIALS :



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



- Bachelor's Degree in BA (Mangalore University -2004-2007)



SOFT SKILLS :



- Decision-maker



- Result-oriented



- Visionary



- Strategist

LANGUAGES :

Kannada



English



Hindi



Tulu



Training & Development

- Identification of Training needs with respect to technical & behavioral requirements.
- Prepare the training calendar planning
- Development of Internal trainers.
- Arranging In-House and Out-House Training as per the requirement.
- Evaluating the training program immediately after the training as well as long term evaluation
- Maintaining & updating Training Database
- Effectiveness training plan

Payroll, Compensation & Benefit Administration

- Handled Time Office and Payroll Independently for large manpower, customized and implemented Time Office, Leave Administration, Payroll Software tool successfully
- Preparing payroll inputs, validating draft output, coordinating with the payroll team for the final credits, generating payroll reports
- Responsible for preparing salary/wage break ups for employees after the increment
- Responsible for calculating and paying Statutory bonus, Performance Incentives for employees
- Responsible for Calculating performance incentives/variable pay for Staffs
- Responsible for Investment proof submissions, TDS related queries
- Prepare Monthly, quarterly, annual HR reports pertaining to recruitment, Absenteeism, Attrition, Retention, Administration, Exit Analysis etc.

Legal & Statutory Compliances

- Obtained Factory License, EPF, ESIC and PT registrations for the entity
- Ensuring all the statutory obligations are compiled in time with respect to the operations and requirement. ALC, DLC /Factory Inspectorate, PF ,ESI, Panchayath, DIC,KSPCB & KIADB etc.
- Liaison between Labour, factory and government authority
- Effective monitoring and implementation of Standing Orders
- Attending and clearing statutory inspections & audits
- Responsible for maintaining & updating Legal & Statutory Tracker
- Periodic compliance audit in the Organization and taking necessary actions.

Contract Labour Management / Vendor Mgt/NEEM/NAPS MGT

- Complete Contract labour Management in line with the industry/business requirements.
- Arranging day to day manpower as per the department requirement against budget. Scrutinizing and selection of contract workmen within budget. Implemented a Rotating of manpower within 240days.
- Well-versed in contracts compliance, interpreting & administering contracts with respect to Employee wages, salaries, Statutory compliance, grievances to avoid labour conflict with Management & Govt Authority bodies.
- Regulation/Monitor of the Contract and outsourced Labour and ensure that the outsourced contractor working in the company adhere to the applicable labour standards also Audit conducted by every once in 3 months contractor's Statutory Compliance.

INTERESTS

- Listening to music, Reading newspaper, Watch TV, Sports & Play Games etc.

COMPUTER PROFICIENCY

Office Applications

- Applications: Relyon Saral Pay Pack, Proxi Payroll software & Cosec Biometric software (Attendance Management System).
- Ms Office (Word, Excel & Power Point) , Microsoft Outlook, Internet Explorer

Industrial Relations & Employee Relations

- Negotiated & Signed by 3 years Long Term Wage Settlement for 2 consecutive years. Acknowledged for completing 2 Long Term Settlement process without affecting operations for a single day.
- Knowledge of conciliation proceedings. Member of Works Committee, where by improved the relationship between the management and employees.
- Management Representative for domestic enquiry.
- Attended various conciliation proceedings at the Office of the Labour officer, Assistant Commissioner of Labour.
- Coordinate with Legal Team & Labour department for legal related issues.
- Maintaining cordial industrial relations, discipline & harmonious working environment across company.
- Collected details from various similar industries for wage negotiation process and advised the management accordingly.
- Preparing and issuing of advisory memo, warning memo and charge sheet cum show cause notices to the workman.
- Taking care of all IR concerns and conducting domestic enquires, disciplinary proceeding.
- Wage survey, preparation of business imperative, cost impact analysis.
- Part of wage negotiation process from receiving charter of demand to signing the Form-H and implementation of settlement.
- Ensuring the cordial industrial relations with Union
- Grievance Handling of shop floor employees and unionized workmen

Motivation, Engagement, CSR, Rewards & Recognition

- In charge of CSR Activity- Water Tank, School Class Room painting Anganawadi Kendra development, COVID Support item for Schoolchildren.
- Responsible for conducting employee involvement program, Reward & Recognition ceremonies & events, which is helping in retention of employees.
- Organizing events for the employees regularly such as Annual Sports Meet, Family Day, Women's Day, Environment Day, Safety Day, Annual Day, Dussehra, Deepavali through committee being the leader.
- Awards & Rewards for Long Service, Best Team awards.
- Conducting Quiz competition on Environment, Culture, Safety etc.



PERSONAL DETAILS



Name

SHRIKANTHA K

Date of Birth

17-09-1984

Father's Name

Late Kogganna Gowda

Native Place

Mangalore

Language Known

Kannada, English, Hindi, and Tulu

Marital Status

Married