

SHRIKANTH K

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.

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)

OTHER ADMINISTRATION ACTIVITIES

- FRRO Expats, VISA Formalities, Knowledge of Safety
- Expats Accommodation & Agreement draft
- Audit faced under ISO/TS & IATF 16949:2016 - Quality management system for organizations in the automotive industry, Kaizen Activities, 5s Activities
- Transport mgt, Canteen mgt, Security mgt

OFFICE APPLICATIONS

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

HR KEY ACHIEVEMENTS

- Green field project working experience with Japanese Manufacturing Industry.
- Policy Preparation, Implementation in the organization.
- Factory license Approval, Existing License renew.
- Implementation of Software Systems -Salary & Attendance system.
- Implement of Performance Appraisal System -Staff and Employees.
- Introduced Employee Engagement programme
- Introduced Workmen Multi Machine Planning
- Introduced NEEM/NAPS Scheme (Japanese Company)
- Manpower reduction - Cost saving for contract Labour
- 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.
- Safety implementation
- Smoothly handled Govt authority bodies like Factory Dept, Labour Dept, KSPCB, KIADB, EPF, ESI, Panchayath, Local Police dept etc.
- Handled Labour cases, Tribunals, High court cases etc.
- Safety Coordination, Control & "O" Accident at factory

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

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. (Japanese MNC) (Sept 2019 - June 2023)

Designations: Manager - HR & IR

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

Designations: Manager-HR &Admin

M/s. Cataler India Auto Parts manufacturing India Pvt. Ltd. (Japanese 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

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

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.

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.