**Name : Nagachandra Jain**

eMail: nagchandra\_jain@rediffmail.com, Contact: 9916494797

A HR professional with 14 + years of rich indigenous experience in managing large scale manpower, project encompassing.

Associated with Renovision Automation Services Pvt Ltd as **Operations | HR Manager for Karnataka State Wide Area Network (KSWAN) & VTPC Project for Govt of Karnataka since July 13 2017.**

Worked for **United Telecoms Limited as Manager – HR for Karnataka State Wide Area Network (KSWAN) Govt of Karnataka**.

Defining escalation / response / resolution time for reported problems on the basis of criticality and operational issues. Proficient in managing large teams for running successful customer service.

**Skills**

•Very good knowledge of principles, policies with best practices in strategic & administrative human resource management.
•Good knowledge of HR information systems.
•Good people management and development skills.
•Very good relationship building and interpersonal skills.
•Very good communication and presentation skills.
•Very strong quality focus.
•Very good communications skills with a strong command on English, Hindi, Gujarati & Kannada.

•Skilled in the usage of computers (in particular MS Office applications).

**Functional**

* Recruitments
* HR Policies / Audits
* Appraisals
* Team Management
* Effective coordination with State Government Agencies to ensure compliance as per guidelines
* Conducting the audit of ISMS & ITMS and qualified auditor.
* Preparation of Functional Requirement Specifications
* Hiring Contractors / Sub contractors for Civil, Electrical & Maintenance works
* Accordingly reporting and updating down time & uptime
* Encouraging / Motivating employees accordingly
* Internal auditor for ISO 20000 & 27001

**EXPERIENCE SUMMARY**

**April 2014 to July 2017 with United Telecoms Limited, Bangalore as Manager HR**

HR and IR - Karnataka SWAN (Karnataka State Wide Area Network) Government of Karnataka – end to end HR process

**March 13 to April 2014 with Sudarshan Telecom, Mysore as Manager HR**

**April 09 to March 2013 with United Telecoms Limited, Bangalore as Dy Manager HR**

* During this instinct I have been working for the project, (KSWAN) Government of Karnataka – end to end HR process
* Programs involving extensive communication and coordination with employees
* Experience as Generalist HR
* Ability to work in minimal supervision and drive meetings/consultations
* Plan and deploy effective roll-out strategies for the state in line with standing orders
* Managing key project deliverables & timelines
* Approvals and agreements on HR matters

**Key task assigned during the instinct is as follows**

* Procurement – Manpower procurement throughout Karnataka at 178 locations
* Appraisals
* Payroll & Compensation management
* Preparation of Functional Requirement Specifications
* Master employees database
* Recommending changes as per the requirement specified in the RFP resulting in meeting the RFP and client requirement.
* Project Monitoring and project Management
* Obeying all the statutory requirements at timely intervals

**Attainments:**

Successfully completed the Procurement of manpower for 178 locations independently for Karnataka State Wide Area Network), Government of Karnataka

**Apr 2006 to Oct 2007 with GER Group of Industries, Bangalore as Asst Manager – HR**

* Managing a team of 2 involved in HR activities.
* Working on end to end process of HR activities.
* Management reporting, team morale, internal review meetings.
* Handling simple and complex queries of associates and senior associates
* Prepared hands on training manuals and documentation of the existing process of handling queries.

**May 2003 to Apr 2006 with Kumar Organic Products Limited, Bangalore as HR Executive**

**Aug 1997 to Jan2003 with Nirma Limited, Baroda**

**Projects Handled :**

* One of the active team member for the LAB (Linear Alkyl Benzene) Project with Nirma Limited, Baroda

**ACADEMICS**

* MBA in Human Resources (2003 to 2006) from "Karnataka State Open University" Mysore.
* Post Graduation Diploma in Human Resource Development (PGDHRD) (2001 - 2002), from Maharaja Sayajirao University, Baroda.
* Post Graduation Diploma in Industrial Relations & Personnel Management (PGDIRPM) (1996 – 1997 ) from Bhartiya Vidya Bhavans, Baroda.
* BCom (1992 to 1995) from Maharaja Sayajirao University

**CERTIFICATIONS**

* Microsoft Certified Professional
* Microsoft Certified Database Administrator
* Microsoft Certified Professional

**PERSONAL INFORMATION**

Permanent Address : 1815, 1st Cross, K Block, Adichunchungiri Road, Kuvempunagar, Mysore.

Date of Birth : 5 June 1973

Languages Known : English, Kannada, Hindi, & Gujarati.