

## A.GIBIN KUMAR

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### Objective

To learn and function effectively in a reputed organization and be able to deliver to the bottom-line. To constantly upgrade my knowledge and skills and make a difference in whatever I do. At the same time strongly support and inculcate team spirit in the human asset of the organization to contribute effectively towards the corporate growth and development

### Overall Experience

**Total 8 years' experience as on date.**

Sl.No	Organization Name	Designation	Service Details
1.	North East Transmission Company Ltd.	Executive- HR	March 2019 onwards
2.	Magneti Marelli Powertrain India Ltd.	Senior Executive - HR	March 2017 – Nov 2017
3.	Rockman Industries Ltd. (Heromotocorp Group)	Senior Executive - HR	Oct 2015 to March 2017
4.	Bajaj Auto Ltd	Executive- HR	Oct 2010 to Sep 2015

### Responsibilities handling at North East Transmission Company Ltd.

#### Recruitment

- Responsible for posting requirements, vacancies on Job Portals. Ensure short listing of resumes received through Employee Referral Schemes, Job Portal and Reference.
- Sourcing Candidate from portal like Times job, Naukri, Shine, & Through Various Social Website like LinkedIn.
- Managing recruitment and selection for all the divisions responsible for interviews for all levels of employees from the General Manager to Office boy.
- Ensure Coordinating with External Agencies/ Consultants for filling up requirements.
- Ensure Coordination for Interviews with Directors & Domain Expert.
- Ensure Salary Negotiations.

- Ensure Issue of Offer Letter and Appointment letters with Approval of Management.
- Verifying the Reference and Back Ground of Candidates.
- Revision of Job Description and Organization Charts.

### **Training & Development**

- Preparing Annual Training Calendar and Monthly training plan arrange for Training Activities (External/ Internal) as per Training Plan from HODs.
- Responsible for Updating Training Records. Ensure Training Effectiveness Evaluation across all departments after three months.

### **Appraisal**

- Ensure Coordination with HODs for collecting Performance Review Forms on Probation completion/ Confirmation/ Annual Increments.
- Ensure Co-ordination with Payroll for updating on Increments/ Incentives based on PAR.
- Collect Feedbacks, take approvals & issue letters on increment/ promotions.
- Ensure a smooth annual appraisal process.

### **Letter Drafting**

- Preparation of Offer, Appointment, Confirmation, Promotion, Reliving, Experience and other letters.
- Ensure timely distribution of letters.

### **Responsibilities handled at Magneti Marelli Powertrain India Ltd.**

- Whole sole responsible for training and development.
- Preparation of Competency mapping by identifying the different competency levels of each departments.
- Monitoring skill matrix and figuring how to update the level of employees.
- Ensure the adherence to the department budget with respect to training& development activities.
- Indulged in succession planning activities
- Preparation of training calendars in line with the basis of Training needs identified & ensure in timely circulation of training calendar to all departments.
- Also ensure the target Vs actual completion of trainings.
- Development of training contents along with the faculties
- Also indulge in development of internal trainers.

- Also target to minimize the attrition rate by using trainings.
- Handled training needs as per the WCM activity.
- Second lead for people development pillar

**Responsibilities handled at Rockman Industries LTD.**

- Undertaking training need identification for all functions by discussion with HOD's to be covered in an year,
- Manage all training & development initiatives at the plant including class room trainings, on job trainings, and external trainings.
- Preparation of training calendars in line with the basis of Training needs identified & ensure in timely circulation of training calendar to all departments.
- Updating skill matrix and figuring how to update the level of employees.
- Preparation of Competency mapping by identifying the different competency levels of each departments.
- Also ensure the target V/s actual completion of trainings.
- Responsible for external seminars as per organizations needs and discussing with external agencies.
- Analyze training feedback and help in faculties to improve the their presentation style help them in developing contents
- Also indulge in development of internal trainers.
- Responsible for maintaining training records on monthly basis, quarterly basis & yearly basis.
- Ensure the adherence to the department budget with respect to training& development activities.
- Also target to minimize the attrition rate by using trainings.
- Preparing and updating the Organizational chart & updating head count, Manpower requisition report (HR MIS).
- Updating the employees on time to time about the company confidentiality and Ethics, new policies & changes in policy.

**Induction:-**

- Responsible for introducing the new joined to HR & related Departments along with HODs.
- Co-ordination with HODs to work out Induction schedule for fresh recruits.
- Responsible for arranging Technical and required General training for Fresh Recruits.

### **Responsibilities handled at Bajaj Auto Ltd.**

- Developed GURUKUL TRAINING centre for new joiners
- Undertaking training need identification for all functions by discussion with HOD's to be covered in an year,
- Manage all training & development initiatives at the plant including class room trainings, on job trainings, and external trainings.
- Preparation of training calendars in line with the basis of Training needs identified & ensure in timely circulation of training calendar to all departments.
- Also ensure the target Vs actual completion of trainings.
- Responsible for external seminars as per organizations needs and discussing with external agencies.
- Responsible for maintaining training records on monthly basis, quarterly basis & yearly basis.
- Ensure the adherence to the department budget with respect to training& development activities.
- Responsible for updating the training records in SAP.
- Responsible for induction of new joinees.
- Also target to minimize the attrition rate by using trainings.
- Responsible for all audits carried under training and developmet
- Joining Formalities: New Joinee's information Mail as "Team Growing", Joining Kit, ID cards, e-mail id creation. Visiting Cards, sitting & laptop/desktop arrangement, and bank account, maintaining records of employees (Both in soft & File Management), employee buddy, Induction, post induction feedback.
- Exit: Clearness, Exit interviews in SAP HR, exit formalities, full & final & issuing of Relieving and Experience letter, Maintaining the Exit Database, analysis of the Exit Interview, absconding & submitting the report for further corrective and preventive actions to retain the talent.  
Managing Walk In Interviews such as Application Forms, Test, Candidate Documents & Travelling Reimbursement.
- Support in full process of Payroll Management
- Starting from the input (Time Office Management) and providing the output with close coordination of 3rd party.
- Support for the submission of Monthly Challans of PF, ESI through online portals.
- Conducting Payroll Audits half yearly and annually internally and externally as well

### **Knowledge & Skill**

- Has knowledge for maintaining records in SAP/Plateu software
- Has taken special training in MS-Excel/MS-Powerpoint/MS-Word.
- Knowledge for SAP updating for payroll and absenteeism
- Has the knowledge of disciplinary actions taken on long absenteeism & habitual absenteeism cases.
- Has the knowledge of TPM & WCM functions.
- Has the knowledge of EMS-OHSAS/IMS.
- Obtained training for first aider & fire fighter.

### **Educational Profile**

**2013 PGDHRM**, from Symbiosis Pune and secured an aggregate of **61%**

**2010 B.Sc Degree in Electronics** from Kerala University (**70%**)

**2007 XII from Kerala School** Delhi (CBSE) and secured an aggregate of **65%**

**2005 X from Kerala School** Delhi (CBSE) and secured an aggregate of **75%**

### **Achievements**

- Won continuously two times **Star performer** of the year award in M/S Bajaj auto ltd
- Has been appreciated for conducting 3 training at 3 different venues.
- Won best executive award in M/S Rockman industry
- Won best kaizen man award.
- Was winner of basketball tournament in Bajaj auto ltd.
- Worked as an active volunteer in **INDIAN SCIENCE CONGRESS** camp with **Vikram Sara Bhai Space Research Centre(VSSC) Scientist. & kerala university lecturers**
- Participated in **Republic Day parade** in 2004 for cultural event and won second prize in National level.

### **Personal Information**

- Date of Birth : 10-10-1989
- Gender : Male
- Father name : Ashok Kumar
- Marital Status : Single
- Languages known : English, Hindi, Malayalam, Tamil

Date:21.01.2021

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