

KUNAL MOORTHY

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HUMAN RESOURCE'S AND ADMINISTRATION

Human Resource professional with over 13 years of experience in Human Resource Management, HR Operations, Talent Acquisition, City Services Management, General Administration, Civil Engineering and enabling processes for efficient implementation of Projects.

HIGHLIGHTS OF QUALIFICATIONS

- M.Sc. (International Human Resource Management) from Newcastle Business School, Northumbria University, UK; Graduate Diploma in Business Administration from Cardiff Business School, Cardiff University, UK
- Proficiency in manpower selection (talent acquisition) and management, entailing resume generation, screening and short-listing, conducting interviews, onboarding and inducting
- Excellence in maintaining effective employee relations with staff across all hierarchical levels in the organization on day-to-day matters through role enrichments, feedback sessions and disciplinary proceedings, thereby establishing a collaborative culture through continuous engagements
- Skilled at managing the development and administration of performance management programs; expertise in undertaking periodic performance reviews and appraisals (succession planning for top management, career moves programs) in corporate and units / sites
- Effective implementation of IR laws (Labor Laws) at site level (construction site) in consultation with external consultant for state of the art smart city development
- Excellent man management, time management and administrative skills (day to day administration), well organized and good understanding of prioritizing tasks
- Ability to multitask and accomplish tasks within specific time frame
- Keen communicator with a love for people and an excellent ability to relate to stakeholder's communication in a cross-cultural set-up

PROFESSIONAL EXPERIENCE

Accenture – India

March 2021 – June 2021

Accenture plc is an Irish multinational company headquartered in Dublin, selling consulting and processing services. A Fortune Global 500 company. Accenture is a leading global professional services company, providing a broad range of services and solutions in strategy, consulting, digital, technology and operations

Associate Manager – HR Operations

- Address people and people related areas such as recruiting, learning, training, onboarding, compensation & benefits, performance management, organization development and culture
- Provide backend HR services to business operations, HR operations and operational HR services, job analysis and employee relationship management

- Creating new solutions, leveraging and where needed adopting existing methods and procedures
- Aligning strategic direction set by senior management to team goals
- Monthly conversations with team members to discuss performance, coaching and feedback, training needs and career discussion
- Monitor and drive team performance, including throughput & quality as per defined metrics
- Determine methods and procedures on new assignments
- Analyze and solve moderately complex problems

Skillsets – HR Delivery Strategy, HR Operations, HR Process Design

UPS - Canada

April 2020 – Dec 2020

United Parcel Services, Canada – Brampton and Caledon

UPS is the world's largest package delivery company and a leading global provider of specialized transportation and logistics services.

Human Resource Specialist – HR Lead for Brampton and Caledon, Toronto - Canada (Full Time)

- Full cycle recruitment process, including posting jobs, prescreening, collecting and screening resumes using Taleo – (company's internal oracle-based platform) and other job sites, arranging interview schedules, conducting interviews, reference checks, background checks, conducting orientation sessions onboarding and separations.
- Communicate and correspond with important data for line managers, allocate and assign workforce as required for continuous and smooth business operations
- Sort and distribute mail and other correspondence and also respond to emails from current as well as probable future employees
- Maintain all records and documents in context to every employee working at the facility on cloud (so that the documents are accessible to everyone in the HR department)
- Expertise in file life cycle management and managing job fairs
- Ensure the numbers are always met in context to all positions at the facility (i.e. by seeking approvals, processing the approvals and onboarding the required manpower division specific)
- Maintain and approve separations, VAC pay, hourly bonuses, time cards
- Organize monthly events for the staff in the warehouse
- Recommend and make changes in the orientation booklet and policies
- Maintain a health/ suitable list of probable employees in case of any future requirements via networking and references
- Manage a team of 4 HR interns who assist me with the day-to-day operations, prescreening candidates and maintaining the employee files
- Send daily reports to the management for separations and peak time positions (attrition rate is very high in the supply chain industry)
- Organize, coordinate and execute general employee events, job fairs as well as liaise with various local communities to understand the job market and accordingly tap potential employees
- Migration of HR activities from Oracle (Taleo) to Workday (human capital management software)

Handle confidential information on a daily basis as well as other duties and projects as assigned

Infinity – Stamford Technology Solutions Inc, Canada**Dec 2019 – Feb 2020**

Infinity, a Stamford Technology Company, is a global provider of Enterprise Level IT services for companies of all sizes. Headquartered in Stamford, CT, USA with operations in Canada, UK & India.

Human Resource Generalist

- Manage the onboarding process.
- Assist with the preparation of interviews.
- Support in all HR documentation, Administration and Reporting to the management team
- Compile, file and maintain employee/contractor documentation such as confidential forms and records.
- Timesheet collection and process them for the payroll.
- Support Accounts team during the invoicing period.
- Process bi-weekly payroll through ADP in compliance with payroll legislation.
- Maintaining confidentiality in all aspects of work relationships with candidate/vendor/Client and all the documentation process.
- Responds to employees/Contractors/vendors and provide assistance on a timely manner.
- Drafting letters using existing templates and/or creating templates.
- Co ordinate and maintain the contract extensions of the staff.
- Other HR and general office administration related duties (as required)

UPS - Canada**Sept 2019 – Nov 2019**

United Parcel Services Canada –

UPS is the world's largest package delivery company and a leading global provider of specialized transportation and logistics services.

Human Resource Specialist - Brampton and Caledon, Toronto - Canada (Contract)

- Full cycle recruitment process, including posting jobs, pre screening, collecting and screening resumes (using Taleo and other job portals), arranging interview schedules, conducting interviews, reference checks, criminal checks, conducting orientation sessions and separations.
- Communicate and correspond with important data for line managers, allocate and assign workforce as required for continuous and smooth business operations
- Sort and distribute mail and other correspondence and also respond to emails from probable future employees
- Assist with visitors to the plant/office, coordinating/conducting ordering of office supplies
- Expertise in file life cycle management and managing job fairs
- Organize, coordinate and execute general employee events, job fairs as well as liaise with various local communities to understand the job market and accordingly tap potential employees
- Handle confidential information on a daily basis as well as other duties and projects as assigned

Gujarat International Finance Tec City Company Limited

March 2010 – May 2019

Gujarat International Finance Tec-City is a business district promoted by the Gujarat government through a joint venture company. GIFT City is India's first operational smart city and international financial services centre

HR, IR & Training and EA to MD - Senior Manager

(April 2017- May 2019)

- Reported to the Managing Director about infrastructure developments in the city on an everyday basis
- Planned and formalized current and future infrastructure works to be executed with definite time lines and milestones in discussion and consultation with both internal and external stake holders
- Scrutinized all approval files (both administrative and financial), documents pertaining to developments and activities to develop a smart city (which included interacting with vendors and understanding the requirements of the clients/ customers in the city)
- Assisted all departments and managers to execute projects for administrative compliance and helped to complete the entire project/ assignment cycle to its desired end result (daily interaction)
- Co-ordinate with delegates, visitors and guests
- Managed the company's corporate communication by email and newsletters (weekly) – Involved time to time interaction with both internal as well as external stakeholders
- Provided assistance and solutions to organization's President – Business Operations when aligning infrastructure developments, business generation in the city, interdepartmental coordination meetings on a weekly basis to assess and evaluate the progress of the project
- Coordinated projects for road connectivity, landscaping and area development from the city to the main highway
- Conducted head of department review meetings (with MD & Group CEO) once every 15 days (Includes technical – Engineering as well as General Administration) – Provide minutes of the meeting to all heads and also ensure the deadlines specified are not missed by continuous follow up meetings
- Shortlisting and organizing interviews for mid and senior management roles
- CSR initiatives – Mid day meal and school facility for children whose parents are employed as daily wage workers
- Better understanding of the organizations changing aspects

HR, IR & Training and City Services (Administration) – Manager

(Nov 2012 – Mar 2017)

- Created the HR Policy as well as a document for Innovative HR practices for the organization; conducting pilot orientation sessions on new and Innovative HR policies and programs
- Successfully convinced the management on various innovative HR practices such as to invest in employee health (gym membership, activity game rooms), interviewing via video and Mandated time off
- Collected periodic key performance measurements and maintained HR metrics for executive reporting related to various strategic and organizational development initiatives

- Support the executives managing the front desk and advice and advocate measures to maintain a smooth flow of information at the first phase of interaction for any customer visiting the organization
- Statutory compliance – Liaise with local authorities, labor and contractor audits, oversee payment towards ESIC, Gratuity, PF
- Onboarding and conducting orientation sessions for new employees
- Talent acquisition within the stated budget
- Controlling & managing the talent with minimal attrition

****Performed managerial tasks in both HR department and Town Management Services (Facility Management – Also known as Corporate Services/ Administration)***

- Inquired, investigated and implemented various municipality functions related to the smart city
- Maintained the property register for various buildings and occupants and user charge billing in coordination with Special Purpose Vehicles
- Pre and during monsoon activity – Inspection of the entire city such as nallahs, culverts, storm water drains, road and traffic signages, caution tapes for sensitive areas, get the quantity sheet ready and ensure there is no accumulation of water and be well prepared for any calamity
- Procurement via negotiation and keep in loop the contracts division (in case if there is a need to follow a tendering process) and legal division (to mitigate implications, if any) for any materials and services to be procured (only in case of high-volume purchase)
- Ensured the zero downtime of operational infrastructure assets in co-ordination with respective technical heads
- Raised default flags to the management for non-compliance
- Inspected and halted the unauthorized construction within the city
- Set-up Citizen Service Cell for efficient delivery of public services and city management
- Set-up the smart city's Business Centre to facilitate International Financial Services Centre occupiers at the city's Special Economic Zone area
- Company Vehicle and driver Management (i.e., Transportation)
- Office administration (Pantry management, housekeeping, office supplies, vendor management)
- Guest house bookings and management
- Daily site visits for security audits and daily reports for records
- Material sourcing and purchase management - Reduction in cost & not exceeding the approved capex, keeping in mind the quality and identifying cost-effective resource available in the market

HR, IR & Training - Assistant Manager

(Mar 2010- Oct 2012)

- Strategic planning keeping in view the vision and mission of the company and if required re-align/prioritize business objectives in context to human resources as and when there is a need
- Developing the HR policy in consultation with externally appointed consultants (E&Y), which involved a gamut of HR activities such as designing the grades and responsibilities for every role within the organization (i.e., defining each and every KRA and KPI) and also ensure to review and update them periodically, pay structure, internal and external benchmarking as well as develop the organogram
- Onboarding of employees with complete documentation (i.e., maintaining and periodically auditing and updating every employee personal file), expertise in campus recruitment (successfully

onboarded the first batch of fresh engineering graduates – civil, mechanical, electrical and I&C from various reputed institutes all across India, i.e. – IIT- Bombay, IIT – Roorkee, SVNIT, MNIT, COEP to name a few

- Formulated and conducted the on boarding program (For Engineers for various divisions)
- Execute payroll process within the organization with the help of a local software - SAGE Process for the parent company and it's six subsidiaries
- Managed Employee Provident Fund, Gratuity and Employee Insurance and Benefits
- Ensured adherence to Labour Laws (Industrial Relations) and performed labour audits and generating compliance reports, employee file management, contracts management, time keeping and leave management
- Controlled recruitment and selection that included both Lateral and Recruiting fresh graduates (Campus Recruitment – Technical)
- Monitored performance management that included designing of the KPAs & KRAs
- Evaluation the resources in hand, future sourcing plan, develop, build and maintain channels for sourcing
- Conducting periodic audits for extension/ termination of contracts, probation completion/ extension
- HRIS periodic audits, recognition and award

Sheldiya & Sons - Builders and Contractors

June 2005 – May 2007

Sheldiya & Sons is a private contractor and developer in Navi Mumbai with expertise in the development of multistoried residential projects

Assistant Engineer – Execution (Civil Engineering Department)

- Checking of RCC work like column, lift, slab staircase
- Daily supervision of work as per detailed working drawing
- Quantity calculation for steel and concrete
- Checking of brick work as per drawing
- Checking of plumbing work and conducting water pressure test for concealed pipes
- Area aesthetics and landscaping for about 35000sft

EDUCATION

Master of Science in International Human Resource Management, Newcastle Business School, Northumbria University, UK (CIPD Qualified – Chartered Institute of Personnel and Development, UK) - 2009

Graduate Diploma in Business Administration, Cardiff Business School, Cardiff University, UK - 2008

Diploma in Civil Engineering, Maharashtra State Board of Technical Education (MSBTE), India - 2005

PROFESSIONAL DEVELOPMENT

- Was a member of the 10th International Conference on Human Resource Development: Research and practice across Europe in the year 2009
- Nominated by Government of Gujarat, India to attend a three-day workshop on Disaster Management at Gujarat Institute of Disaster Management, India - 2017

ACHIEVEMENTS

- Developed and implemented a campus recruiting program for co-ops, interns and college graduates (Engineers as well as Planners)
- As an HR introduced international employee visits to places like Dubai and Singapore for employees in the cadre of Manager and above to study and understand the functioning of various SMART Cities and also the challenges these cities faced in building the smart city; aligned & related other technical details to the current idea of having the 1st in 100 smart cities in Gandhinagar, Gujarat initiated by Honorable Prime Minister of India.
- Nominated by GOG to attend a 3-day workshop on Disaster Management at Gujarat Institute for Disaster Management based on the concerns raised by the HR department in context to Health & Safety.
- Initiated and set up a fully-fledged gymnasium (including recruiting, inducting and deploying the staff required to run the gym) within the city for the employees as well as the occupants in the city. Effort appreciated by MD in his monthly town hall (A moment to cherish).
- Deputed permanently to Managing Director's Office to streamline processes and bring structure to the file life – cycle management in Gujarat International Finance Tec City project located in Gujarat, India.
- Advised MD on various business matters, with a thorough understanding of business objectives and leveraged leadership skills to provide discreet administrative support and input to senior leadership team for effective decision making, ability to manage uncertainty and re-prioritize business objectives.
- Initiated and organized annual get together for the entire organization which included one day outings for the staff, sports tournaments, family get together (was recognized as an Innovative HR practice)

ADDITIONAL INFORMATION/ TRAITS AND COMPETENCIES

- High on networking skills
- Effective written & verbal communication skills
- Ability to influence & negotiate with peers, partners & vendors
- Amiable in presentation & approachable
- Languages known – English, Hindi, Marathi, Tamil
- Familiar and well connected in Mumbai and Navi Mumbai

REFERENCES

Available upon request