**KALEEMMASTHAN**

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*To seek challenging assignment and responsibility through which I can maximize my potential, effectively utilize my skills and succeed in an environment of growth and excellence which provides me satisfaction and self-development and help to achieve organisational goal.*

*I wish to contribute to my organisation as a key player in* ***Talent Acquisition****,* ***On-boarding & Induction,******Performance Management, HR Administrator*** *and* ***Employee Engagement*** *functions of* ***Human Resource Management*** *by bringing creative and innovative solutions for driving continuous improvement both for my organisation and my own career growth.*

**PROFESSIONAL EXPERIENCE**

**TVS GROUP**

Jan’2016 – Nov'2018 (2 Year and 11 Months)

Role:HR Business Partner - **Emerald Haven Realty Limited** (1 Year & 5 Months)

*My primary role in* ***TVS Emerald****, HR was holding complete Manpower Planning, Recruitment Process, On-boarding & Induction, Performance Management, Administration related work and employee engagement activities/programs.*

Role:Talent Acquisition - Lateral Hiring co-ordinator **TVS Motor Company Ltd** (1 Year & 6 Months)

*My primary role in* ***TVS Motor Company****, HR was holding overall accountability for the “Lateral hiring” process to various levels in the company and Employee induction. Additionally, I supported all company-wide employee engagement activities/programs.*

**T M Inputs & Services Pvt. Ltd**

Dec' 2018 – Sep’ 2019 (10 Months)

Role:Senior Executive

*My primary role in* ***TMI****, was holding overall accountability for the “End to End - Recruitment” for the assigned client. Client Management, MIS preparation for respective client, Interview coordination with client and candidates and helping with On boarding as on client requirement.*

**Techi World Manpower & SS Enterprises**

Jul’ 2020 - Jan’ 2021 (7 Months)

Role: Freelancer

*Worked as a freelancer at Techi World Manpower & SS Enterprises for Recruitment and Payroll Processing (around 700 employees) respectively.*

**CORE COMPITENCIES**

1. **Talent Acquisition 2. On boarding & Induction**
2. **Performance Appraisal Management 4. HR Administration**
3. **Employee Engagement 6. General Administration**
4. **Exit Formalities & Full and Final Settlement**

**RESPONSIBILITIES**

**Talent Acquisition:**

* Develop organization structure; take approval from the respective HOD / EVP for the structure.
* Frequent interaction with the Hiring Mangers to understand the Job Requirements and defining job positions.
* Source candidates based on the requirements using various sources such as Naukri, Shine, head hunters, Social Media (like LinkedIn) & etc. and send the pre-screened candidate list to Hiring managers and their HODs to schedule interviews.
* Personal interviews in coordination with department heads and EVP.
* Coordinate company application form fill-up, pre-employment medical examination, psychometric evaluation tests, document verification etc.
* Coordinate salary negotiation and CTC benchmarking, prepare hiring proposal, get it approved by management, generate offer letter and communicate the offer to the candidate.
* Regularly follow-ups with offered candidates until they join the organization.

**On boarding & Induction:**

* Coordinate on-boarding formalities such as departmental Induction, orientation about the company, policies & HR processes.
* Hire employees in SAP by generating employee numbers, update their records and digitize their personal files.
* Handling Employees PF Transfer, ESI registration, Mediclaim coverage, Email ID creation, etc.
* Issuing Appointment letter, ID card and providing Biometric access for attendance.
* Coordinate with bank team for salary account opening, if required.

**Performance Appraisal Management:**

* Release of target setting and annual appraisal forms to the eligible employees.
* Make presentations, resolve queries, follow-up with the employees for on-time completion of target setting & self-appraisal, follow-up and assist managers for On - time completion of appraisal etc.
* Work on compensation increment to the employees based on the appraisal guidelines, generate letters, organize distribution of the letters & update salary in SAP system.
* Release of online confirmation forms, follow-up for manager / HOD completion, assist them in completing the form and organize one-to-one review.
* Work on confirmation increase, generate confirmation letters, organize letter distributions, update in SAP system.

**HR Administration:**

* Maintain employees personal files (incl. digital form) and records, communicate HR policies across the organization at all levels.
* Coordinate transfer actions for employees, prepare transfer proposals, generate transfer letters, organize smooth transition of employees in their accommodation, commutation etc.
* Handle internship activities for college students, employee wards etc.
* Time Office Management.
* Preparing monthly attendance report & sending the same for Payroll teams for Salary process.
* Leave Management.
* Maintaining MIS Effectively.

**Background verification:**

* Conduct verification of candidates’ education and employment documents
* Review the background check reports by the external agent and advise the appointing authority
* Review and close disputes by following up with employee/candidate.

**Employee Engagement:**

* Coordinate company events such as Founder’s day, Aayudha Pooja, Farewell functions, Birthday celebrations, festival celebrations etc.
* Organize health and well-being programs with the help of factory medical centre from time to time to ensure employees’ well-being.
* Planned and conduct company-wide sports activities under the ‘Sportitude’ program.
* Planned and conducted for team outings.

**General Administration:**

* Front Office Management.
* Arranging Uniform, Shoes and SIM cards for the new joinee.
* Handling Housekeeping team.
* Act as a travel desk for the organisation.
* Arranging the travel reimbursement.
* Maintaining and booking rooms & coordinating for internal meeting.

**Exit Formalities & Full and Final Settlement:**

* Coordinate exit formalities, release exit interview form, organize exit interview with HR manager / head.
* Collecting ID/Access card, locker keys, company related documents and property.
* Coordinate full and final settlement for the relieving employees and generate relieving letter & service certificate.

**CAREER HIGHLIGHTS**

* Handled end-to-end recruitment of approx. 150 candidates at all levels.
* Planned and conducted approx. 350 candidate interviews - both technical and HR panel
* Planned and conducted 15 assessment centres for campus hiring in TVSM & TVS Emerald.
* Worked on critical aspects of ‘TVSM Career Website’ project - planning and implementation
* Handled validation & correction of employee data in SAP system and its interfacing with legacy front-end portals
* Conducted ‘Reach Out’ activity in rural schools and colleges (AP and Telangana) to spread awareness about the TVS Collaborative Education Program
* Planned and conducted company-wide sports activities under the ‘Sportitude’ program for two years.

**EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Qualification | Year | Institute | % | Remarks |
| MBA (HR) | 2015 | School of Management Studies, JNTUK Kakinada | 67.5 | First Class |
| B. Tech (ECE) | 2013 | SHAAZ college of Engineering and Technology, Hyderabad | 66.6 | First Class |
| HSC | 2009 | Narayana Junior College, Anantapur. | 67.7 | First Class |
| SSC | 2007 | Sri Sai English Medium School, Bukkapatnam. | 70 | First Class |

|  |  |  |  |
| --- | --- | --- | --- |
| **LANGUAGE PROFICIENCY** | |  | **INTERESTS AND HOBBIES** |
| English | Professional |  |  |
| Hindi | Professional |  | Trekking & Cycling |
| Telugu | Native |  | Reading books |
| Urdu | Native |  | Cricket |
| Tamil | Speaking Proficiency |  | Listening Music |

**STRENGTHS & SKILLS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **STRENGTHS** |  | **PROFESSIONAL SKILLS** |  | **PERSONAL VALUES** |
| * Communication – verbal and written * Rigor in Execution * Time Management * Flexibility * Self-discipline and motivation |  | * Job site management – Naukri, Job Street etc * SAP – R3 HCM (HR) transaction (Basic) * MS – Office suite * Legacy HRIS tools |  | * Honesty * Accountability * Customer centricity * Curiosity to learn new things |

**PERSONAL INFORMATION**

Father’s Name : D. Usmanvali,

DOB : 10th April’ 1992 | Male

Marital Status : Single

Address : D. No: 4/104, By Pass Road, Bukkapatanam, Anantapur, AP - 515144.