

# KIRAN KUMAR BOLLA

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 **Certified HR Business Partner**

Seasoned HR Professional with over 16 plus years experience in Human Resource Management, Talent Management, Rewards & Recognition, Employee Engagement, Organization Design, Effectiveness and Regulatory Compliance.

With a versatile experience I want to be the Head of HR function for a reputed organization, wherein I can add value to the business, by aligning HR function with the business strategy, ensuring employee contribution to meet the global competitive advantage.

Over a period I have developed a sense of responsibility, interpersonal skills and have groomed myself as an able and complete professional, now seeking a senior profile with an organization of repute.

# PROFESSIONAL SUMMARY

* HR Business Partner.
* Recruitment Life Cycle.
* Performance Management.
* Employee Engagement.
* Training & Development.
* Statutory Compliance.
* Providing HR & Operational services at Branch level for 300 Plus employees that reinforce Business Strategy & Departmental objectives.
* To ensure HR policies and procedures are consistently applied adhering to Companies policy guidelines.
* Good inter-personal, Leadership and team & time management skills, with strong commitment to professionalism and performance excellence.

**WORK EXPERIENCE**

**FLSmidth Pvt Ltd, Hyd. Manager - HR June' 2008 to Dec’2014**

*FLSmidth Private Limited is one of India's largest engineering and construction conglomerate with additional interests in Automation and Heavy machinery Equipment supply business)*

JOB PROFILE

*Talent Acquisition - Lateral Recruitments (Campus & Pool Campus recruitments)*

* + Handling Recruitment for Process Plants.
	+ Responsible for Entry level to Department Head Positions
	+ Vendor Management & dealing with recruitment agencies
	+ Expat Management
	+ Working with Project Manager & Dept Heads to design JD & understanding niche requirements.
	+ Handled Walk in recruitment drives.
	+ Filling positions thru various sources like Social Networking, Print Media & vendors.
	+ Evaluation & selection process including psychometric & Technical Tests.
	+ Responsible for maintaining all trackers (Monthly and weekly) related to pan India recruitment dashboard.
	+ Monthly update to SBU Heads with regards to Open closed positions vis visa vis the Budgeted figures.
	+ Keeping control over recruitment cost – cost per hire by usage of internal job posting, employee referral, usage of jobs sites.
	+ Compensation fitment by maintain internal parity.
	+ Recruited 27 Diploma & Engineering holders thru Campus in year 2009.

*Performance Management System*

* + Coordinate with department heads & SBU HR and ensure that goal setting exercise is completed in time through PDR Portal.
	+ Facilitating Performance Planning workshops for Appraisers.
	+ Ensure Objective setting is done on time & followed by Mid term review & annual reviews.
	+ Preparing schedule PMS process till reward & letter distribution.
	+ Organising Normalisation meetings for Bell curve fitment as per policy.
	+ Working with Head HR, for implementing compensation & benefit polices as per directives.
	+ Handling employee grievances.
	+ Separations & Exit Interviews & Settlements for Separated & superannuation Employees.
	+ Facilitating Confirmations, Transfers, Employee movement, Administration of Benefit Policies.
	+ Making Standard Operating Procedures
	+ MIS (monitoring & analysis) pertaining to Attrition & Manpower movement.
	+ Maintaining Organisation structure.

Training & Development

* + Understanding employee skills set levels and technology gaps.
	+ Consolidating (TNA) Training Need Analysis from Dept Heads and Delivery Managers from different work groups.
	+ Analysing the TNA data and Manager Recommendations.
	+ Designing Training Calendar & Training Content.
	+ Designing Training methodologies as per the TNA.
	+ Organising in-house training programs & administrative activities based on the training need analysis to enhance the manpower skills & efficiency.
	+ Product/ Service based trainings for different levels of work groups in the organisation.
	+ Organising out door training workshops like leaderships skills, team building etc.
	+ In house Employee Orientation programs like new product/ Service launching, Appraisal process, Change Management etc.
	+ New Employee Introduction & Induction Programs.
	+ Imparting Soft skills Trainings like Time management, Personal Effectiveness, 5S’s, Quality standards etc.
	+ Training Feedbacks, Analysis & MIS.

*Organisation Development & New Initiatives:-*

* + Worked closely with crisp team for PA, OM, and ESS & data Migration during Change Management.
	+ Worked with IT dept for automation of Employee Benefit request.
	+ Imparted end user training to employees about online portal & resolved their queries & problems in coordination with OHRM team.
	+ Worked & supported in implementation of strategic initiative like Career Development.
	+ Revamped confirmation process and designed confirmation form (Online thru OHRM) thus reducing the lead time.
	+ Worked in Employee Engagement Initiatives.

*Change Management:*

* Experience in managing change owing to company growth.
* Strategies for scalability in terms of resource pools.
* Cross training and allocation of resources.
* Identifying high performance teams/individuals and create mentoring programs to accelerate skills of other teams/individuals.
* Ensured all legal and statutory compliance in all Site offices and locations.
* Experience in managing change owing to change in Board.
* Stabilizing Org through retention programs.
* Creating transparency in communication so that employees know the progress of change/transition.
* Aligning workforce to the new Board’s vision and mission through workshops and one-one discussions.
* Implementing and managing changes in policies, Org culture, leadership expectations and goals, HR systems etc.

*Time Attendance*

* + Handling time attendance for over 180+ employees through ZICOM.
	+ Leave management synchronisation with Time sheets.

HR Administration

* Responsible for a team of two HR personnel.
* Statutory Compliance. ( Labour Licensing, Trade Licensing, LWF, PT etc)
* Medi- claim Insurance – Enrollments, Deletions & Claim settlements.
* Executive Health checkup.
* HR Help Desk – Employee query addressing system.
* Employee Activities like Fun @ Work, Indoor & Outdoor activities and other programs.
* Employee Recognition programs like Long Service awards, Employee Appreciation etc.
* ROI optimization (Human Capital).

HR/ IR Site Management

* Responsible for all HR & IR activities pertaining to the Plant Site.
* Periodical visits to plant site locations for smooth operations at Site.
* Contract Labour Licensing.
* Time office & Book keeping.
* Addressing the Sub contractors on various HR & IR regulations at Site.
* Statutory regulations at site like PF & ESI, WCP, and Labour License.
* Ensure safety Management at Site.
* Handling accidents & fatal cases at Sites.
* Acquiring clearance certificates from statutory departments for site.

ACOMPLISHMENTS

* Introduced Employee Education Programs (CEP, LPM, KET & BEC)
* Underwent Specialized training programs on “Situation Leadership” Change Management, Personal Effectiveness & Team Building.
* Successful in retaining employees with interpersonal conflicts, Retention & employee appreciation policies.
* Introduced employee feedback mechanism for post performance reviews & Quality.
* Introduced Employee Engagements activates – Fun @ Work, 5S, C&G Management.
* Introduced Employee recognition schemes, awards, Cultural Activities & Outbound training workshops.
* Initiated social responsibility activity and was well received by both Management and employee.
* Successfully met hiring targets.
* Successfully handled 8 plant sites in AP, Karnataka & Odisha states.

**Softpro Systems Ltd Asst. Manager - HR Feb' 2005 to May’ 2008**

JOB PROFILE

* Recruitment Life Cycle.
* Employee Training & Development.
* Performance Appraisals.
* MIS reports & Annual HR budgeting.
* Addressing employee grievances.
* Client Relations.
* ROI optimization.

ACOMPLISHMENTS

* Prepared & introduced employee hand book for the company.
* Successful in retaining employees with interpersonal conflicts.
* Introduced employee feedback mechanism for post performance reviews & Quality.
* Introduced Employee recognition schemes, awards, Cultural Activities & training workshops.
* Represented the MR for Surveillance auditing in June’2007.
* Identified and engaged a third party vendor for Background verifications as part of hiring process.
* Initiated social responsibility activity and was well received by both Management and staff.
* Successfully met hiring target according to the project requirement.
* Minimized the resources on Bench and balanced the ROI on manpower resources.

**Methodex Technologies Pvt Ltd Sr. Executive March'2001 to Jan’2005**

 JOB PROFILE

* Recruitments.
* Cross checking the screened profiles & conducting tech and HR interviews.
* Allocate assignments, follow-up on tasks on daily basis with the team.
* Analyze, interact and identify proactive recruitment strategy with recruiter/team on the feedback received from Clients.
* Maintaining database and MIS reports.

ACOMPLISHMENTS

* Skill sets worked include NET Developers/Architects, Java/J2EE Developers/Architects, SAP consultants, JD Edwards/ PeopleSoft, Mainframe Developers, DBA’s, etc.
* Developed new accounts with GE–IIC, GE-ITC, GE Health Care, ADP Wilco, Sierra Atlantic, Deloitte Consulting, iGate Global, AppLabs etc.

**RAM Informatics Ltd. Sr. Executive - HR July' 98 - Feb'2001.**

 JOB PROFILE

* IT recruitment for Ram info in-house & external clients in Hyd.
* Coordinating with placement agencies and Advertising agencies.
* Involved in Proactive Candidate search through various sources like Personnel & Employee reference, Jobsites, vendors and Media Advertisements.
* Resume screening, conducting interviews, making offers etc.

ACOMPLISHMENTS

* Recruited & Trained 28 Software professionals for a Specific Requirement within a span of 10 days.
* Conducted campus selection programs in REC Warangal, Venkateshwera Unversity, Vellore Engg collage, chittor and other Engg colleges in AP.
* Provided trained candidates for BPO companies like GOLD STONE TECHNOLOGIES (P) Ltd, Hyd, OMNI VOICE CALL (P) Ltd, Vizag, KNOAH SOLUTIONS INDIA, Hyd, WHEEL INFOTECH (P) Ltd, Hyd, SRI Chaitanya BPO Services Pvt Ltd, Hyd, INTEGRATED SOFTWARE SOLUTIONS (P) Ltd, Hyd.
* Provided entire manpower and Technical Support to VARDHAMAN VOICE CALL (P)

 LTD, Vza.

**AWARENESS TO COMPUTERS**

DCA : From CISS, Hyderabad.

Operating Systems : Windows 7, Professional & Xp.

Office tools : MS Office 2000, & Star Office.

Internet : Email, Web Search, Social Networking.

**EDUCATIONAL QUALIFICATIONS**

10th Class : Atomic Energy Central School, Hyderabad – March ‘1998

Intermediate : Atomic Energy Junior College, Hyderabad -1998-91

B.Com : Osmania University, Hyderabad - 1991-94.

M.B.A - HR : Osmania University, Hyderabad - 1996-98.

**PERSONNEL INFORMATION**

DOB : 22nd March ‘1972

Permanent Addresses : # 202 Balaji Residency Balaji Nagar,

 Gudimalkapur, Hyderabad - 500 067.

Proficiency In : English, Hindi and Telugu.

Preferred Job location : Hyderabad (Any Where in India)

**Given an opportunity I shall give my best and add value to the company.**

# Kiran Kumar. B