



# Deepak R

| HR & IR, Corporate HR Professional |



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## JOB OBJECTIVE

A versatile, high-energy professional targeting **senior-level assignments** in HR Operations with an organization of high repute, preferably in Bengaluru.

## EDUCATION

### MSW in HRM

Bangalore City College  
Bangalore University,  
Bengaluru with 73%

2017.

### B.A.

GFGC Collage, Bengaluru  
University, Chikkaballapur with  
55%  
2015

### LLB

Pursuing (1<sup>st</sup> year)  
Kempegowda Law College,  
Chikkaballapura

## ACHIEVEMENT

I was awarded by Bangalore City College as "**Best out Going Student of the Year -2017**" from the Department of Social work

## CORE

### COMPETENCIES

Recruitment & Talent Management

Payroll Management

Administration- Canteen & Transportation

Security Management

Strategic HR Business, Planning & Leadership

Contract Labor Management

Statutory Compliance

Organization Development

Compensation & Benefits

Performance Management

Employee Engagement



## PROFILE SUMMARY

- High Impact Leader with **7+ years** of experience in **HR Management, HR Operations** with key focus on overall organizational development, change management and business excellence.
- Rich experience in leading wide spectrum of day-to-day **facility/ general administrative activities** - Housekeeping Management, Canteen Facilities, Transportation, Security & Travel in coordination with all the departments for ensuring smooth business operations and processes
- Skilled in building **smooth relations with Union/ Labour/ Employees**; dealt with labour legal issues, disciplinary issues/ actions, and ensured legal & statutory compliance under the provisions of various Laws.
- Front-led end-to-end **recruitment lifecycle**; identified talent needs & manpower projections and ensured cost-effective recruitment.
- Conducted regular audits and ensured **legal & statutory compliance** under the provisions of various Labour Laws.
- Expertise in organizing various **employee welfare activities** and designing **performance/ compensation framework** to support the business and enhance employee engagement.
- Excellent motivational and employee engagement skills** to sustain growth momentum while motivating peak individual performances; introduced & led various Employee Engagement, Employee Welfare and Rewards & Recognition Programs.
- Key People Leader** with track record of ensuring best practices and **compliance** in cross-functional teams; proven acumen in driving new system implementation, **cost savings, continuous improvement** and **high-performance culture**.



## WORK EXPERIENCE

### Since Nov-2024 Assistant Manager - HR & Admin

VBL Innovations Pvt Ltd. Peenya, Bengaluru.

Reporting to Head - Corporate HR & Admin

- New plant setup
- Plant establishment
- Recruitment & On Boarding
- Time office Management, leave management
- Payroll & Salary Administration
- Statutory compliance's, Ensuring compliance of applicable returns and maintenance of records & Registers and liaison with concerned departments & agencies.
- Responsible for contract employee management.
- Management of Employees and grievance handling.
- Responsible for ensuring proper management of applicable statutory and non-statutory welfare activities.
- Supervision of canteen, transport and other admin activities.
- Responsible for Employees safety.
- Responsible for overall Plant HR & Admin & Safety activities.

MS Office – Word, Excel, Power Point, Internet & E-mail operations | Nudi | Bharaha.

## HR SOFTWARE'S

HR mantra | iRed | Greytip | ERP | SAP| Saralpay pack | Matrix COSEC.

## soft skills

Leadership | Team work & Group work | Counseling | Rapport establishment | Cooking | Singing | Event management | Anchoring VJ & AJ | Standup Comedy with motivational speech.

## STRENGTHS

Self-confidence | Motivation | Hard work & Smart work | Patience | Having Smiley face.

## PROJECT MANAGED

**Title:** A Study on 'Effective Time management' on organization with Special Reference to Indo-MIM Tech Pvt Ltd. Hosakote, Bangalore  
**Duration:** 1 Month

## FIELD WORK PLACEMENTS

Shakti De-addiction and Rehabilitation center, Kogilu – 2nd semester (25visits).

Social Work Camp in Sulikunte Buchalli 10days.

Indo-MIM Tech Pvt Ltd, Hosakote - 3rd and 4th Semester (25 +25 Visits)

Centum Electronics Ltd, Devanahalli – 30Days

## LANGUAGES KNOWN

English | Kannada | Telugu | Tamil | Hindi.

## PREVIOUS EXPERIENCE

### Kirloskar Electric Co. Ltd. Peenya, Bengaluru.

Dec-2022 Senior Officer – Corporate HR.

Reporting to Head Corporate HR

- **Strategic HR Management:** Leading HR functions, analyzing HR & administration processes/policies, streamlining systems and focusing on improving processes to promote reliability, increase simplicity and enable growth; taking necessary disciplinary actions as per standing order
- **Administration & Operations:** Managing overall HR operations/administration functions including Travel arrangements, employees Transportation, Canteen management, Security System as per defined guidelines
- **Payroll & Labour Law Compliance:** Supervising payroll processing functions involving computation of salaries, attendance, leave, compensatory offs, adjustment days, promotions.
- **Manpower Planning:** Spearheading entire Talent Management & Acquisition Lifecycle and developing a cost effective manpower planning chart for all functions; driving candidate sourcing through campus drives, social media advertising, employee Referral scheme and placement agencies
- **Performance Management:** Driving performance reviews and establishing comprehensive performance management & compensation framework; managing annual appraisal process across the levels linked to reward management and career growth
- **Employee Engagement:** Ascertaining prompt resolution of employee grievances to maintain cordial employee relations:
  - Managing people connect programs, running employee diagnostics and driving engagement initiatives
  - Planning & executing virtual engagement plans for staff based remotely
  - Dealing with overall exit formalities including exit analytics, exit interviews, filling of exit clearance forms and issuance of experience and relieving letters

### SAN Engineering and locomotive Co. Ltd.

Nov-2020 to March-2022: Officer – HR & IR (Plant HR)@Malur.

April-2022 to Dec-2022 : Officer – Corporate HR & IR @Whitefield Bangalore.

Reporting to AVP – Head HR & IR , Admin.

#### @Malur Plant

- Recruitment & On Boarding.
- Time office Management. & Payroll & Salary Administration
- Statutory compliance's–Ensuring compliance of applicable returns and maintenance of records & Registers and liaison with concerned departments & agencies.
- Responsible for contract employee management.
- Management of Union Employees and prompt grievance resolution.
- Responsible for ensuring proper management of applicable statutory and non statutory welfare activities.
- Supervision of canteen, transport and other admin activities.
- Responsible for overall Plant HR&IR, Admin & Safety activities.

#### @Corporate Office

- Payroll and Time office Function
- Legal & Statutory Compliance
- Training & Development
- Contractor Labor Management
- Industrial Relations Management
- General Administration
- Recruitment and employee Engagement activities

## REFERENCE

Reference will be given on request

## PERSONAL DETAILS

**Date of Birth:**  
23<sup>rd</sup> June 1992

**Address:**  
Kothanur (V), Agalagurki (P)  
Chickballapur (T & D)  
Pincode-562101

## DECLARATION

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief.

**Page industries Ltd. (Jockey) Unit-20 Tiptur, Tumkur.  
Sep-2017 to Nov-2020: Junior Officer - HRD  
Reporting to Plant HR Head( Manager - HR)**

### Key Result Areas:

#### **Selection & Recruitment - To have 100% employees as per budget every day**

- Analyse attrition data, understand business expansion plans and finalize manpower requirements.
- Drive employee referrals through announcements on PAS, at Shop floor and canteen regularly.
- Approach government training institutes, NGOs, identify catchment areas, plan & coordinate for canvassing by team in nearby areas/villages, distribute pamphlet to source manpower.
- Ensure Pre-Employment tests, Post Selection records, Personal files are created with all documents and Appointment letter is issued on the same day.
- Coordinate with line managers and HRBP at HO and take accountability for recruitment of staff category members.

#### **Attendance Management**

- Assist new joiner with bio metric punching registration for worker category.
- Coordinate and follow-up with all workers for attendance before submitting it for payroll processing.
- Prepare daily & monthly attendance master.
- Submit workers attendance data for payroll processing.
- Coordinate with HO attendance team for worker shift updatation

#### **Leave Management & Bank Work**

- Follow-up with worker for on time leave form submission.
- Coordinate for leave updation.
- Calculate and update leave balance.
- Assist all workers in bank account opening.
- Coordinate with bank people for employee bank account activation status.

#### **Statutory Compliance**

- To conduct Internal Compliance Audits every month and make CAP to clear - From factory
- To Submit the Compliance audit CAP reports in-time to H.O Compliance team and rectify the observations to 100%
- Liasoning with Government Authorities to ensure compliance timely when periodical inspection held by the Government Authorities and by submitting the proper records.
- Ensure all the Legal requirement as per the law of State timely without any delayed or Notices, by evaluation of all statutory records.
- Ensuring all Labour Regulations as applicable for the Establishments.
- Ensuring statutory compliance by submission of all periodical statutory reports / records timely to Government Authorities.
- Update compliance mantra software on time

#### **Training and Development**

- Conduct worker induction during joining.
- Coordinate with safety department for conducting safety training's (Fire fighting, first aid, personal protective equipment usage etc).
- Conduct Life skill training's (understanding self, communication, problem solving, decision making, creative thinking, critical thinking, gender equality, goal setting, financial literacy, health & personal Hygienes, teamwork, personal & product safety etc.) for workers.
- Conduct other need based training's.

  
( Deepak R )