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KANNIKAJOTHI A

HUMAN RESOURCE BUSINESS PARTNER

CAREER OBJECTIVE

HR professional with 17 years of enriching experience in all HR functions in NBFC. Handled PAN India as HR Business Partner and aspiring for a challenging position in the field of Human Resource Management.



WORK EXPERIENCE

Sundaram Finance Limited, Chennai (Nov 2007 - Current)

Designation: Manager Human Resources

Responsibilities:

- HR Business Partner catering to the operational and strategic needs of the business.
- Manage end to end employee lifecycle for employees across vertical.
- Responsible for manpower planning, sourcing, screening, interviewing, hiring and onboarding of candidates.
- Proven ability to work with the senior management team for integrating human resource functions with the overall business operating strategy.
- Playing key role in HRMS automation and implementation.
- Responsible for successful implementation of Performance Management cycle YOY which includes goal setting, periodic review and performance appraisal.
- Drive HR data reporting for trend analysis of headcount, attrition and other metrics through dashboards given to both Business Head and Functional Head.
- Instrumental in developing Leadership Mobility & Career movement framework for junior & mid-level managers to build organization capability & strengthen internal fulfilment through.
- To periodically connect with Regional and Branch Teams on employee productivity, engagement, grievances, attrition, learning and development.
- Mentoring team of 14 regional HR DY/AM Managers and Executives.
- Executing L&D initiatives for junior and middle management by coordinating with internal and external training partners.
- Initiating Campus hiring program by liaising with Universities and Colleges across PAN India.
- Designed Employee initiatives by partnering with Business Leadership.
- Spearheaded on implementation of LMS (Learning Management Software) 'Sundaram Gurukulam' and driving employees to use the learning platform to complete the assigned courses.



PERSONAL DETAILS

- **Name:** Kannikajothi A
- **Husband's Name:** Hariharan Parthasarthy
- **Marital Status:** Married
- **Languages Known:** Tamil, English, Malayalam and Hindi (Intermediate)



EDUCATION

- **MBA - HR (Fulltime)**
Annamalai University, Jun 2002 – May 2004
- **Bachelor of Computer Application**
(Fulltime) Holy Cross College Tirucharapalli June 1999 - Apr 2002



AREA OF EXPERTISE

- Talent Acquisition
- Employee Engagement
- Stakeholder Management
- Learning & Development
- Performance Management
- People Management
- Employee Welfare
- HR Operations
- MIS

Aparajitha Dynamics Synergies Pvt. Ltd. (Dec 2004 – Nov 2007)

Designation: Senior HR Executive

Resposibilities:

- Recruitment, Maintaining & controlling the database of employees of Sundaram Finance Limited, client of ACSL.
- Follow up on interview process status and update records in internal database.
- Preparing Pay roll statement, Raising Invoice, Debit Notes for payment collection and reconciliation of figures every month.
- Involved in HR operational activities such as employee On-boarding and BGV process.
- Grievance Management and maintaining cordial relationship with employees.
- Assisting in compliance management such as ESI, PF, Bonus and Gratuity of the employees.
- Conducting Exit interview to evaluate attrition rate.



DECLARATION:

I hereby declare that all the details furnished above are true to the best of my knowledge & belief.