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QUALIFICATION:

- ✓ B.A. in Political Science from Madurai University
- ✓ PG Diploma in HRM from Madurai University
- ✓ Diploma in Russian Language from Delhi University
- ✓ Certified Assessor of Thomas Profiling
- ✓ Mercer's Position Clarification Exercise

ADD-ONS:

- ✓ Have undergone training in Stress Management, Time Management, Communication Skills, Presentation skills during my stay in L&T.
- ✓ Apart from this, have undergone Train the Trainer programme in L&T and also through All India Management Association.

INDUSTRY EXPERIENCE:

- ✓ Worked from 1970 to 1974 in various capacities in private, semi-government and government departments of Government of India.
- ✓ Worked from 1974 to 1978 in Agriculture Ministry, New Delhi, as Personal Assistant to Secretary to Government of India, Ministry of Agriculture.
- ✓ Joined in March 1978 Larsen & Toubro as Secretary to Vice President (Delhi), in their Liaison office at Delhi and then with General Manager, L&T, Bangalore Works / Vice President, Group I, L&T, from April 1987 / April 1989 respectively.
- ✓ Involved in HR activities since 1989 as Executive-HR in Construction & Mining Equipment (CMB) business of L&T, under Machinery and Industrial Products Division (MIPD) at Bangalore. Took over HR functions of CMB from 1994 onwards. Was reporting to one of the

Executive Directors for nearly 15 years.

- ✓ At the time of retirement, handled HR operations CMB , which had nearly 800 employees (both Direct & Indirect) and the turnover of the SBU was around Rs.3000 crores per annum. Retired as Sr DGM & Head of HR on 7th April 2009.
- ✓ From May 2009 to April 2011, worked as HR Consultant on contract, for Machinery & Industrial Products Division (MIPD) of L&T. Assignment involved mentoring & guiding my successor, Campus Ambassador for all Strategic Business Units of MIPD - conducting campus recruitment - L&T-Case, TENGL, CMB etc. During this period, developed Campus & Lateral Recruitment Manual for MIPD-HR.

COMPETENCIES, SKILLS & EXPERTISE

- ✓ My stay in Delhi for 13 years gave me exposure in acquiring liaisoning skills and also opportunity to learn Hindi & Punjabi, apart from qualifying in Russian Language from Delhi University.
- ✓ I can speak English, Tamil, Kannada & Hindi and a smuttering of Punjabi and other South Indian languages.

My exposure in HR field:

- ✓ I have practically learnt all aspects of HR during my 22 year-stint in this field, such as Campus Recruitment, Lateral Recruitment, Personnel Administration, Compensation Benefits, Position Clarification / Competency Mapping exercise, Annual Performance Review, Annual Salary Review, Post-reward counseling, Propagating amongst employees new HR initiatives of the Management in various locations of the Business in our offices which are located in all State Capitals in addition to our Service Stations located in other parts of the country, co-ordination & conducting of training programmes. I was also a Campus Ambassador for Polytechnics for our Operating Division (MIPD).
- ✓ Since our equipments (heavy earthmoving equipments) are located across the country and all our sales/service engineers are spread all over the country, my campus and lateral recruitment covered almost the entire country.
- ✓ In the field of HR, have conducted Position Clarification exercise for over hundreds of positions across the company. This exercise is similar to Competency Mapping / Skill Mapping etc. Have conducted Workshops on the subject in JV companies of L&T viz. L&T-Komatsu, L&T-Valdel, L&T-Case, L&T-John Deere (now the last two are separate entities).
- ✓ Further, as Head of HR Department, have conducted internal training / awareness programmes on new Initiatives for employees of our Division, relating to:
 - **PERFORMANCE APPRAISAL SYSTEM** – earlier version
(PAJORR SYSTEM – Performance Appraisal, Job Rotation & Rewards),
 - **FAIR SYSTEM** – (subsequent version) Framework for Linking Rewards with Performance

(latest version of Performance Appraisal system through on-line SAP portal)

- **RECEIVING & GIVING FEEDBACK** – Appraiser / Appraisee feedback process.
- Pan-India Training Programme on **INTER-PERSONAL SKILLS & PERSONAL EFFECTIVENESS**.
- In July 2009. This was a two-day programme for Supervisory-level employees across India, Held in our company's Management Development Centre, Lonavla, near Mumbai.
- Same programme was conducted again, twice in 2010 in Bangalore, for south-based Service Stations.

TRAINING:

- ✓ In the field of training, I myself underwent training courses on Time Management, Communication Skills, Coping with Stress, Presentation Skills, Train the Trainer programmes, during my stay in L&T. Have also conducted programmes like Time Management, Communication Skills, Art of Negotiation, Problem Solving, Decision Making, Inter-personal Skills & Personal Development programmes for our own employees. in our Management Development Centre, Lonavla.
- ✓ LEAD SPEAKER FOR SESSION ON RELEVANCE OF ETHICS IN BUSINESS / PROFESSION & MEMBER OF PANEL DISCUSSION ON CORPORATE EXPECTATIONS FROM ACADEMICA – during INTERNATIONAL SEMINAR ON ETHICS, GOVERNANCE & IFRS AT SHRI DHARMASTHALA MANJUNATHESHWARA COLLEGE, UJIRE, SOUTH CANARA DISTRICT, KARNATAKA on 24.02.2012.
- ✓ SPEECH ON 'LEADERSHIP AT WORKPLACE ' STAND UNIQUE: INDIA LEADERSHIP CONFERENCE' AT CHINMAYA HERITAGE CENTRE, CHENNAI, ON 21.10.2012

PRESENT ROLE:

- ✓ Freelance Soft-skill Trainer for various IT, non-IT, engineering, pharma, automobile, construction companies.
- ✓ Campus Recruitment Trainer for various Engineering Colleges & B Schools.
- ✓ HR / Placement Consultant for Small and Medium Enterprises:.
- ✓ Visiting Faculty for Ramakrishna Mission Polytechnic, Chennai..
- ✓ Mentor / Trainer for First Planet, Chennai.
- ✓ Soft Skill Associate Trainer for many training consultants.
- ✓ Member, Online HR Advisory Community, Confederation of Indian Industry, Southern Region Member, CiteHR where I play advisory role for upcoming / budding HR fraternity.

HOBBIES:

- ✓ Reading Management Books, novels, thrillers, adventure stories.
- ✓ Listening to all kinds of Music
- ✓ Photography
- ✓ Travelling to new places of archaeological / historical / tourism importance & interest.
- ✓ Have visited Singapore & Malaysia in 2009 on holiday.
