

# VARUN VINAYA KUMAR

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## Objective: *Objective*

Strategic and results-Driven Human Resources professional, played a key role in driving innovative HR solutions and strategies for regional and global organizations. Strategies have been focused on improving the overall Effectiveness and capabilities and include, outreach and media planning, social networking tools, data capture and candidate source analytics.

## Experience: *Experience*

### Accenture

October 2020 -December 2021

#### Recruiting Associate

- Global end to end recruitment for multiple roles for the clients in the provinces of Canada
- Understanding the requirements and deliver within the set timeline
- Hiring for administration roles for clients UPS
- Worked as requisition administration for start date change and termination of candidates using service now tool
- Working knowledge on HR tools and systems like Workday, Snow, Service now
- Conducted initial phone/video screenings to assess candidate qualifications and fit
- Scheduled and coordinated interviews between candidates and hiring teams
- Ensured a smooth onboarding experience by facilitating offer letters, background checks, and paperwork
- Tracked recruitment metrics such as time-to-fill, candidate response rates, and hiring efficiency
- Fostered a positive candidate experience, maintaining communication throughout the hiring process
- Developed and maintained a pipeline of qualified candidates for future hiring needs
- Provided training to hiring managers on interview best practices and unbiased hiring techniques
- Ensured compliance with employment laws, company policies, and industry regulations
- Optimized recruitment workflows, reducing time-to-hire and improving candidate experience

**SkillVentory**  
**IT Recruiting Associate**

February 2022-August 2022

- Deliver Recruiting expertise and seamless support to high-profile, diverse industry clients in acquiring top talent
- Lead the full recruitment life-cycle, from sourcing strategies, talent recruitment and acquisition to interview preparation, offer negotiation, and On-boarding
- Manage 8 key company accounts, Recruiting 35+ permanent candidates on a monthly basis
- Increase hiring in niche areas through networking and recruitment activities
- Utilized job boards, social media (LinkedIn, Indeed, Naukri, etc.), and networking events to source top talent
- Maintained and updated Applicant Tracking Systems (ATS) to streamline recruitment processes

**Udaan India Pvt Ltd**  
**Assistant Manager- People and culture**

October 2022-August 2023

- Responsibility for all HR functions for 220 employees within ten branch locations
- Assist Human Resource manager in all areas, primarily selection, interviewing and On-boarding coordinates all Aspects of hiring including benefits
- Developed and instituted the orientation program and facilitated employee onboarding for all new hires engaged and Communication with subject matter experts from the entire department for uniformity and consistency of human resource practices
- Preparing the salary breakup, issuing offer letter and appointment letter to selected candidates
- Designed and executed employee engagement programs to boost morale and productivity
- Conducted regular pulse surveys & feedback sessions to understand and improve workplace culture
- Organized team-building activities, rewards & recognition programs, and well-being initiatives
- Managed the payroll System
- Developed and maintained personal records systems in accordance with current legislation
- Ensured compliance with HR policies, labor laws, and company regulations
- Managed employee onboarding, HR documentation, and exit formalities

**DogNation**  
**HR Manager**

September 2023-December 2024

- Lead full-spectrum HR functions, including recruitment, employee relations, benefits administration, and compliance with local, state, and federal regulations
- Oversee onboarding processes for new hires, ensuring a smooth transition and alignment with company culture
- Design and implement performance management programs, including annual appraisals and feedback sessions, to drive employee productivity and development
- Partner with leadership to identify workforce needs and provide data-driven recommendations for staffing, training, and organizational development
- Maintain HRIS and ensure accuracy in employee records, payroll, and benefits administration
- Monitor compliance with labour laws, health and safety regulations, and corporate policies, mitigating risks related to employee lawsuits or penalties
- Administer employee benefits programs and coordinate annual open enrolment sessions

**Peak Performance Advisor**  
**Senior Recruiter**

December 2024 - March 2025

- Strong experience in IT & non-IT hiring, bulk hiring, lateral recruitment, and leadership hiring
- Skilled in sourcing, screening, interviewing, salary negotiations, and offer management
- Adept at leveraging job portals (Naukri, Shine, LinkedIn, Indeed), social media, and employee referrals to identify top talent
- Proven ability to manage high-volume hiring, campus recruitment, and niche skill hiring
- Conducted initial screenings, technical evaluations, and HR interviews to assess candidate suitability
- Partnered with hiring managers to define job descriptions, selection criteria, and interview processes
- Led a team of 8 recruiters, providing training, mentorship, and performance management
- Set recruitment targets and ensured team members met hiring goals and deadlines.
- Worked closely with business heads, HR leaders, and hiring managers to align hiring with business objectives
- Ensured background verification (BGV) and compliance for all new hires

**Education:**

Nitte Mahaling Adyantaya Memorial Institute of Technology  
Biotechnology (B.E)  
6 CGPA

2020

**Skills:**

- Employee Relations & Conflict Resolution
- Talent Acquisition & Recruitment
- Onboarding & Training
- Performance Management
- HR Compliance & Risk Management
- Benefits & Compensation Administration
- Policy Development & Implementation
- HRIS & Payroll Systems
- Workforce Planning & Employee Retention
- Change Management
- UAE & Indian Labor Laws & Regulatory Compliance
- Organizational Development
- Leadership & Staff Development

**Languages:**

- English
- Hindi
- Kannada
- Malayalam
- Tulu

**Personal Details:**

- Nationality: Indian
- Date of Birth: 15/05/1994
- Marital Status: Single
- Visa Status: Visit Visa
- Passport No: N5645305
- Date of Issue: 28/03/2025
- Date of Expiry: 27/03/2035
- Permanent Address: Door No, 6-1-24b, Opposite Police Lane,  
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