



SHIVA KUMAR NEERUDI

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Professional Summary :

Dynamic and versatile professional with over 18 years of total experience, including 9+ years of core expertise in Human Resources, Administration, Procurement, and Talent Acquisition. Proven ability to drive organizational excellence through strategic leadership, operational optimization, data-driven decision-making, and compliance management. Adept in managing cross-functional teams, streamlining business processes, and implementing cost-effective solutions across HR operations, recruitment strategies, facility management, and procurement functions. Skilled in leveraging analytics and Power BI to create actionable insights, monitor performance, and align departmental goals with overall business objectives. Recognized for strong stakeholder engagement, vendor management, and a deep commitment to employee satisfaction and statutory compliance.

Executive Profile :

Visionary and performance-driven professional with specialized leadership across **Human Resources, Administration, Talent Acquisition, and Procurement** functions. Currently leading end-to-end operations in a Global Capability Center (GCC) environment, with a proven ability to build and scale centralized support functions aligned to global standards. Expert in driving organizational transformation, optimizing shared services, and delivering operational excellence across diverse functions.

Known for integrating **data analytics, Power BI dashboards, digital tools (like ZOHO Payroll/HRMS)**, and automation to enhance visibility, performance tracking, and decision-making. Adept at managing multi-floor infrastructure, vendor ecosystems, talent pipelines, and cost-effective procurement strategies. A strategic partner to business leaders, aligning HR and operational functions to deliver scalable, compliant, and future-ready solutions for fast-growing global organizations.

Core Competencies :

HR & Talent Management

- **HR Leadership & Strategy:** Spearheaded full-spectrum HR operations including talent management, workforce planning, HR policy development, and compliance.
- **Talent Acquisition & Branding:** Led end-to-end recruitment strategies, vendor hiring, and campus programs while elevating employer branding and reducing time-to-fill metrics.
- **Employee Engagement & Retention:** Designed initiatives that enhanced workplace culture and significantly reduced employee turnover.
- **Training & Development:** Developed and implemented structured learning paths, succession plans, and continuous learning frameworks to foster skill growth.

Administration & Operations

- **Facilities & Office Management:** Managed infrastructure, seating, safety, and logistics across multiple floors and buildings, ensuring seamless daily operations.
- **Process Optimization:** Reduced operational bottlenecks by implementing SOPs and digital tools for workflow management.
- **Vendor & Contract Administration:** Negotiated vendor agreements and ensured contract compliance, driving cost reductions and timely service delivery.
- **Compliance & Risk Management:** Maintained 100% statutory compliance across HR and administrative functions, reducing exposure to operational and legal risks.

Procurement & Cost Management

- **Strategic Sourcing & Vendor Management:** Led sourcing and procurement of key categories, vendor evaluation, negotiation, and performance monitoring.
- **Cost Optimization:** Delivered significant cost savings through data-backed sourcing strategies and spend analysis using Power BI.
- **Contract Management:** Drafted and administered vendor contracts, ensuring SLA adherence and legal compliance.
- **Procurement Governance:** Implemented procurement guidelines aligned with organizational policies to ensure transparency and efficiency.

Data-Driven Leadership

- **Analytics & Power BI Expertise:** Built HR and procurement dashboards for executive reporting, leveraging data to drive hiring, budgeting, and operational decisions.
- **HR Technology Implementation:** Hands-on experience with ZOHO Payroll, HRMS platforms, and process digitization to streamline core HR and admin processes.

Cross-Functional Excellence

- **Stakeholder Collaboration:** Acted as a strategic partner to business heads, aligning HR, procurement, and admin initiatives with organizational growth.
- **Business Excellence Champion:** Drove continuous improvement initiatives and institutionalized best practices for efficiency, quality, and accountability.

Key Expertise and Functional Strengths:

Strategic HR Leadership

- End-to-end HR lifecycle management, including policy development, employee engagement, grievance handling, and performance management
- Talent acquisition and workforce planning aligned to business goals, including vendor hiring and campus outreach
- Driving cultural transformation and employee retention through data-led strategies and structured HR programs
- Implementation of HR technology tools and HRMS platforms (e.g., ZOHIO Payroll) for digital transformation of HR services

Business Operations & Administration

- Office infrastructure setup and multi-floor facility management, including security, housekeeping, front office, seating, and access controls
- Vendor lifecycle management from on boarding to performance evaluation, including service-level monitoring and AMC contracts
- Development and enforcement of administrative SOPs to enhance operational efficiency and service quality
- Travel, asset, inventory, and contract administration with a focus on cost control and turnaround optimization

Talent Acquisition & Employer Branding

- Strategic recruitment planning across lateral, contractual, and campus channels
- Implementation of employer branding initiatives to position the company as an employer of choice
- Data-driven recruitment analytics and dashboards using Power BI for hiring insights and leadership reporting
- Strong sourcing techniques, interview framework design, and recruiter/vendor management

Procurement & Commercials

- Procurement strategy development, including vendor evaluation, tendering, and negotiation for goods/services
- Spend analysis, budgeting, and forecasting using Power BI and other analytical tools
- Drafting, reviewing, and managing procurement contracts to ensure statutory compliance and legal alignment
- Cross-functional procurement support for HR, Admin, IT, Infra, and General Services requirements

Compliance & Risk Management

- Ensured 100% adherence to labor laws, HR audits, administrative regulations, and procurement guidelines
- Drafting and enforcing policies to mitigate organizational risk and ensure operational integrity
- Internal audits, regulatory filings, and safety protocols across HR, admin, and procurement verticals
- Incident management, crisis response planning, and infrastructure risk assessments

Process Excellence & Digital Optimization

- Development and implementation of standard operating procedures (SOPs) across HR, admin, and procurement functions
- Leveraging Power BI and digital tools to automate workflows, enhance transparency, and enable real-time tracking
- Continuous improvement mindset through Lean and cost-saving initiatives across departments
- Driving shared services models and centralization in Global Capability Center (GCC) environments

Financial Management & Budgeting

- Strategic budget planning for HR, administrative operations, procurement, and facilities
- Payroll management, cost allocation, expense tracking, and reconciliation for department-wise forecasting
- Vendor and contract spend monitoring for optimization and ROI improvements
- Coordination with finance teams for budget approvals, procurement clearances, and policy alignment

Stakeholder & Leadership Engagement

- Strategic collaboration with CXOs, business heads, department leads, and global stakeholders to align function-wise objectives
- Cross-departmental leadership in project planning, conflict resolution, and change management
- Leading HR/Admin/Procurement review meetings, presenting dashboards and KPIs to leadership
- Managing employee and vendor escalations, ensuring satisfaction and long-term partnerships

Professional Accomplishments:

Human Resources

- Streamlined core HR processes and digitized workflows, resulting in **20% cost savings** and improved HR service turnaround.
- **Implemented a structured performance management system (PMS)** that led to measurable gains in employee productivity and goal alignment across business units.
- Rolled out customized employee development and **succession planning programs**, boosting internal promotion rates and improving talent retention by over **30%**.
- Designed and deployed **employee engagement and rewards frameworks**, enhancing organizational culture and reducing attrition.
- Ensured **100% statutory compliance** and passed internal HR audits with zero non-conformities.

Talent Acquisition

- Designed and led **end-to-end recruitment strategies**, successfully hiring over **400+ critical roles** across verticals through a mix of lateral, vendor, and campus hiring channels.
- **Reduced time-to-fill by 35%** by implementing structured hiring plans, automated dashboards, and Power BI-driven analytics.
- Launched impactful **employer branding and referral programs**, significantly increasing candidate inflow and brand visibility across digital platforms.
- Developed **recruitment dashboards and reporting tools** for real-time hiring status visibility to leadership.
- Built and maintained a strong **vendor network** and recruitment partner ecosystem across regions.

Administration

- Successfully managed infrastructure planning and **commissioned multi-floor administrative facilities**, including seating layouts, access control, CCTV, and Wi-Fi rollout.
- Implemented **facility management SOPs** and digital monitoring tools, enhancing productivity and reducing vendor response time by **40%**.
- Negotiated AMCs and vendor contracts, saving **15–20%** annually on operational expenses through consolidated services.
- Designed a centralized **asset and inventory management system**, increasing tracking efficiency and reducing losses.
- Led the relocation and setup of departments with minimal business disruption and within approved budget timelines.

Procurement

- Streamlined procurement lifecycle and introduced **vendor evaluation scorecards**, leading to improved service delivery and **cost optimization of up to 25%**.
- **Digitized procurement tracking** with Power BI dashboards, enabling real-time spend analysis and better forecasting.
- Implemented transparent procurement governance processes, improving audit readiness and eliminating process gaps.
- Led high-value negotiations for strategic sourcing requirements, resulting in **multi-year savings and value-add services** from vendors.
- Collaborated cross-functionally with Finance, Legal, and Admin to align procurement practices with business goals and compliance standards.

Education & Certifications	Technical Proficiencies
<ul style="list-style-type: none"> • B.Sc. (MScs), Osmania University, Hyderabad • Diploma in Labour, Employment, and Industrial Laws in India • Executive Certification in Legal Drafting and Labour Laws & Compliance (International) • Executive Certification in Prevention of Sexual Harassment at Workplace • Certification in Business Analysis • Certification in Microsoft Advanced Excel • Certification in HR Management • PGDCA (Post Graduate Diploma in Computer Application) • PGDHE (Post Graduate Diploma in Hardware Engineering) 	<ul style="list-style-type: none"> • HR Systems: Workday, SAP Success Factors, ZOHO Payroll, KEKA and GREYT. • ERP Tools: Xpedeon, ZOHO Creator and QuickBooks. • Design Tools: Photoshop, PageMaker, CorelDraw, Illustrator, Flash, 3D-Max, Premiere, Sound Forge and After Effects. • Programming Languages: C, C++ and Java • Operating Systems: Windows, DOS and UNIX (Basic) • Software Packages: MS Office, MS Power BI and Google workspace.

Career Contour

Head of HR and Administration | Global Capability Center – Sobha's GCC, Latinem Private Limited | Hyderabad (March 2024 – Present)

- Lead comprehensive HR and administration operations, implementing strategic initiatives to enhance organizational efficiency
- Spearhead holistic HR and administration operations, aligning strategic goals with organizational priorities to drive operational excellence
- Define and set clear administrative goals and success metrics in alignment with business objectives
- Draft and implement Standard Operating Procedures (SOPs) across HR, administration, and procurement functions to standardize processes and ensure regulatory compliance
- Lead strategic decision-making across core functions, promoting data-driven, efficient, and accountable operations
- Automate administrative workflows to reduce manual effort, improve accuracy, and increase turnaround time
- Streamline the entire vendor management lifecycle, including onboarding, performance evaluation, and contract compliance
- Strengthen payment processing through process simplification, timely scheduling, and improved control mechanisms
- Enforce strict time and attendance management systems to improve workforce discipline and payroll accuracy
- Oversee complete facility and office space management, ensuring workplace readiness, safety, and employee satisfaction
- Lead front-end procurement initiatives for IT infrastructure and all administrative requirements, maintaining cost-efficiency and supply continuity
- Manage corporate travel and accommodation logistics for employees and management with an emphasis on cost control and comfort
- Conduct periodic training sessions on HR compliance, company policy, and professional best practices to build a compliant and accountable culture

Manager - Human Resources | Vajr Jewels Private Limited (Aug 2023 – Feb 2024)

- Spearheaded end-to-end HR operations while achieving 25% reduction in recruitment costs through strategic vendor management.
- Implemented comprehensive vendor evaluation system resulting in 15% cost savings in procurement.
- Developed and executed business excellence initiatives leading to 30% improvement in operational efficiency.
- Streamlined contract management processes, reducing processing time by 40% while ensuring compliance.
- Led successful implementation of ZOHO Payroll, improving payroll accuracy to 99.9%.

Manager - HR & Administration | Mast India Logistics Private Limited (Nov 2021 - Jul 2023)

- Managed ₹14+ crore annual administration budgets while achieving 20% cost optimization through strategic vendor negotiations.
- Established vendor performance metrics resulting in 35% improvement in service delivery.
- Developed comprehensive procurement strategy reducing operational costs by 18%.
- Implemented automated contract management system reducing processing time by 50%.
- Led team of 5 administrators while maintaining 95% employee satisfaction rate.

Manager - HR & Admin | My Home Jewel Apartment Owners Welfare Association (Jul 2018 - Oct 2021)

- Managed vendor ecosystem of 50+ service providers while ensuring optimal service delivery.
- Implemented cost-saving initiatives resulting in 15% reduction in operational expenses.
- Streamlined administrative processes leading to 40% improvement in efficiency.
- Successfully managed cultural events with budgets exceeding ₹15 lakhs.
- Developed comprehensive resident management system improving service response time by 60%.

Assistant Manager | Securitas Services Client Hyderabad Metro Rail (Apr 2015 – Jun 2018)

- Led a team of 5 supervisors, ensuring efficient execution of HR and administrative functions.
- Administered events and security activities, ensuring compliance with organizational safety standards.
- Analyzed manpower requirements, managed employee on-boarding and facilitated induction and training programs.
- Maintained attendance records, leave management, and processed payroll for all site staff.
- Created and managed daily duty rosters to optimize workforce allocation.
- Coordinated with cross-functional departments to implement senior management directives and development plans.
- Investigated workplace incidents and prepared detailed reports for senior management review.

Software & Hardware Training Engineer | Microtech Computer Institute (May 2007 – Mar 2015)

- Delivered training on 15+ software applications and hardware/networking techniques to students and professionals.
- Conducted assessments to identify knowledge gaps and tailored training programs accordingly.
- Fostered critical thinking and discussion using innovative teaching methodologies.
- Designed and implemented differentiated teaching techniques to suit various skill levels.
- Participated in workshops and conferences to enhance educational expertise and training delivery.

Supervisor - Quality & Technical Department | Agarwal Rubber Ltd. (Mar 2006 – Apr 2007)

- Conducted quality inspections and ensured compliance with industry specifications and standards.
- Documented inspection reports, identified quality issues, and escalated critical problems to senior management.
- Recommended corrective actions to reduce defect rates and enhance product quality.
- Calibrated measurement tools and maintained proper quality assurance documentation.
- Implemented cost-saving measures, reducing duplication of efforts and improving operational efficiency.

Personal dossier:

- Date of Birth : 25th February 1985
- Linguistic Ability : English, Hindi & Telugu
- Marital Status : Married
- Address: Patancheru, Hyderabad.

Declaration:

I guarantee you that my Managerial skill & Functional experience will be distinctive competency resources to your organization, and I hereby declare that the above-mentioned information is true and correct to the best of my knowledge.

Place: Hyderabad

Date:

(NEERUDI SHIVA KUMAR)