

Dr. Vivek K P

#63, " My Redeemer" Ex Serviceman Colony, Gunjur Palya, Gunjur Post, Bangalore- 560087

+91-734-958-7307 vivekprakash1705@gmail.com

PERSONAL STATEMENT

Accomplished HR leader with over 7+ years of experience in driving strategic human resource initiatives to enhance team performance and organizational success. Known for a people-centric approach that fosters engagement, motivation, and collaboration across diverse teams. Proficient in managing core HR functions, including talent acquisition, employee relations, performance management, and organizational development. Demonstrates a strong ability to align HR strategies with business objectives, consistently achieving and surpassing targets. Seeking to leverage expertise while embracing opportunities for professional growth and contributing to organizational excellence.

EDUCATION

Atlanta College of Liberal Arts & Sciences, USA

Doctor of Business Administration

NIBM(National Institute of Business Management)

MBA-HR

Oxford Home Study Centre, UK

Diploma in HR Management

Aakash International Business Management College

BCA

ACHIEVEMENTS

- **Best HR in Education Services:** Best HR in Education Services by India Education Conclave 2025
- **Excellence in Leadership in HR:** Excellence in Leadership in HR by Ratna Tata National Icon Award 2025
- **Commendation for exemplary performance:** Commended for exemplary performance in meeting critical hiring timelines at Harvest, ensuring business continuity and operational efficiency

LANGUAGE KNOWN

- English, Hindi, Malayalam, Kannada, Tamil & Telugu

COMPETENCIES & HRMS TOOL

- Ability to supervise staff and manage operational functions, Excellent HR Leadership Qualities, Preparing HR Handbook, Policy, Appraisal, Motivate, train, and guiding the team, HR Management, Team Leadership, HR Policies, HRMS, End-End Recruitment, Employee Engagement
- **HRMS Tool :** Zoho, Salesforce, MCB, GreytHR & Newton,
- **Technical Skills :** MS- Word, Excel, Power point, Programming Language, ERP

CERTIFICATION

- **Joint Diploma in Integral Ecology:** Pontifical Gregorian Universities, Italy
- **Human Resource Management, HR- Recruitment & Selection & The role of the manager:** Amity University
- **Enterprise Resource Planning, Effective Communication Skills & Time Management Skills:** European Open University
- **HR Management Assessment:** Learn Tube by Career Ninja
- **HR Training:** National Skillindia Mission

WORK EXPERIENCE

Gubbachi Learning Community(NGO)

HR Manager

Apr 2025 - Present

Madhya Pradesh

Sharanalaya World School

Head of HR

Feb 2024 - Feb 2025

Andhra Pradesh

Harvest Internationall School(CBSE & IB)

Manager- HR

Dec 2022 - Jan 2024

Bangalore

Ryan Edunation Services Pvt Ltd

Asst. Manager- HR

Jan 2022 - Dec 2022

Bangalore

The School for Global Minds(CBSE)

Manager- HR

May 2019 - Jan 2022

Bangalore

Shlok International School(CBSE)

Executive- HR

Jun 2017 - May 2019

Bangalore