**Kiran Kumar**

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I am an accomplished professional with 12+ years of versatile experience in Human Resources Generalist activities & Talent Acquisitions, demonstrating excellence across various domains. My career objective is leveraging my expertise and contributing my skills to a true global company & I aim to play a vital role in shaping the success and growth of the organization on a global scale.

**Achievements**

* **Best Team Award**: Recognized as part of the Talent Acquisition Team for exceptional client satisfaction and superior service delivery.
* **Star of the Year**: Successfully recruited artists independently for a full year, streamlining the hiring process and reducing reliance on consultants.
* **Kaizen Award**: Led a team to enhance process efficiency, resulting in significant operational improvements.

**Education**

MBA, Human Resources, Punjab Technical University

Post Graduation in Business Administration and Management, General, Bangalore University

Bachelor of Commerce, Bangalore University

**Experience**

**Zvky Design Studio** (Gaming Studio) Manger, Talent Acquisition - October 2021 - Bengaluru, Karnataka, India.

* Collaborated with department leads to define and understand job requirements.
* Developed and finalized job descriptions in coordination with relevant stakeholders.
* Posted job descriptions on internal portals, websites, and social media platforms to attract potential candidates.
* Coordinated with vendors to source and evaluate candidate profiles.
* Briefed the team on requirements and guided them in sourcing potential candidates.
* Coordinated with department leads to review and evaluate potential profiles.
* Facilitated testing and interview processes and collected feedback for improvement.
* Monitored and streamlined the process in the Applicant Tracking System (ATS) to ensure clarity and efficiency.
* Negotiated final profiles within the studio's budget and issued offers upon receiving approvals from the management team.
* Facilitated seamless coordination between team members and candidates to ensure smooth onboarding.
* Streamlined onboarding processes in collaboration with the operations team for efficient new hire integration.
* Prepared, analysed, and submitted QBR reports to management.
* Defined team roles and responsibilities and established a system for rewarding and recognizing team performance.
* Managed and controlled the aging of requirements.
* Coordinated and reviewed the vendor panel.

**Rockstar Games** (Gaming Studio) Senior Talent Acquisition Specialist - June 2019 - October 2021 Bengaluru Area, India.

* Coordinated with internal departments to source candidate profiles for job requirements.
* Managed test submissions and provided feedback in alignment with the review process.
* Scheduled and coordinated interviews with department leads.
* Monitored the Applicant Tracking System (ATS) to track recruitment progress.
* Negotiated salaries within budget constraints.
* Communicated essential details to supervisors for offer approval and release.
* Liaised with candidates to facilitate the onboarding process.
* Collaborated with the HR operations team to ensure smooth onboarding.

**Dhruva Interactive** (Gaming Studio) Lead, Talent Acquisition August 2017 - June 2019 Bangalore (Rockstar India acquired Dhruva Interactive).

* Shortlisted artist profiles based on specific requirements.
* Consulted with immediate supervisor to expedite the selection process.
* Coordinated with internal departments to facilitate profile reviews and interviews.
* Administered necessary tests to shortlisted artists.
* Managed interview scheduling, feedback collection, and updated records in the Applicant Tracking System (ATS).
* Negotiated salaries within budget constraints and presented offers to supervisor for approval.
* Ensured successful onboarding of selected profiles with support from the HR operations team.

**Lakshya Digital** (Gaming studio) Sr. Executive HR October 2014 - December 2016 New Delhi Area, India Corporate HR

* Collaborated with management to gather and document project requirements.
* Identified and sourced qualified candidates through various platforms, including LinkedIn, Naukri, Facebook, Monster, Artstation, Behance, and Indeed.
* Conducted initial telephonic interviews to assess candidate fit and suitability.
* Scheduled and coordinated interviews between candidates and hiring teams.
* Negotiated salaries and employment terms with candidates to align with company budgets.
* Oversaw the onboarding process for new hires, ensuring a smooth transition.
* Maintained and updated candidate databases and tracking systems.

**First Advantage Pvt. Ltd.,** (Background screening company) Team Leader January 2004 - June 2008 Bangalore & Delhi

* Coordinated with clients to establish and implement SLAs effectively.
* Managed the entry of profiles into the internal ERP system in compliance with SLAs.
* Routed profiles to relevant departments for verification as required.
* Monitored profile verification and report quality, ensuring timely delivery to clients.
* Provided training and guidance to team members on processes and best practices.
* Established and managed an insufficiency team to track and communicate missing information to clients.
* Collaborated with external vendors to obtain verification from educational institutions and universities.

*Technical proficiency*

Reviewed & hired Niche profiles, 2D art (concept art, storyboard art, background art); 3D art(modelling, texturing, rigging & animation); Casino slot-based profiles, unity game developers & PixiJS profiles.

**Kiran Kumar**, Bangalore