

# SUJITH KAIMAL

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## • SUMMARY

- Workforce Management/Analytics Director with over 23 years of experience in IT, Human Resources (Recruitment/Staffing) and Financial Services, and a strong exposure to HR, Payroll, Time & Attendance processes (*Technical: Power BI, Power Query and Advanced MS Excel Analytics – Python (Pandas/Flask)*)
  - Proficient in designing and implementing workforce planning capabilities across people, processes and technologies, developing workforce optimisation trends and analysis & providing support across data migration, process transition and go-live for client projects.
  - Strong interpersonal skills with excellent written/oral communication and ability to manage positive and constructive relationships with diverse stakeholders.
  - Strong ability to plan and execute continuous improvement initiatives for building, implementing and documenting quality processes.
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- Presently working with Ness Technologies – Director (Workforce Management & Analytics). Managing Resource management and Analytics team for the talent Supply chain function. Area of expertise include, People supply chain management, Resource Allocation, Handling Trajectory, Projection, RU /RD, Contractor Management, Bench Management, Resourcing, Handled Fresher allocation.
- At Ness Technologies, my primary responsibilities included setting up systems and processes and automating manual activities across various departments, such as Learning and Development (Prism Force), Resource Management (SAP Hana/PWC partnered), and the TA ATS system (Jobvite). I played a pivotal role in the implementation and automation of all these systems at Ness Technologies.

## SKILL SET

- Data Analysis
- Recruitment/Staffing
- Workforce Management/Planning
- people management
- Operations Management
- Global Reimbursements
- Stakeholder Management
- Reporting

*Technical: Power BI, Power Query and Advanced MS Excel Analytics – Trained in Python (Pandas)*

## EDUCATION

- **Bachelor of Commerce (Accounting & Business Management)** | Calicut University, India, 1998
- **Honors Certification in Computer Science** | National Institute of Information Technology, India, 2000

## AWARDS & ACCOMPLISHMENTS

- **Value Creator** – Best team award for the year 2023 – Ness Technologies
- **Best Manager Award** at Wipro Technologies
- **Identified and drove improvements in over 51 processes** in coordination with the technical development team, thereby achieving manpower reduction and significant cost-savings of INR 5 million

- Spearheaded a team which achieved the best **XSERVE Quality Project** at Wipro Technologies during the Wividus Meet (Wipro's Internal Shared Services) facilitated by the management.

## WORK EXPERIENCE

Organization: NESS TECHNOLOGIES, Bangalore, India

Designation: **Director – Workforce Management & Analytics**

Duration: April 2023 – Till Date

*Key Deliverables & Initiatives:*

- Designed and implemented Workforce Management principles, successfully building a team to run an effective model.
- Established an analytics function for the talent supply chain department, transforming it from zero reporting capabilities to an industry-standard analytics department within six months.
- Optimized manpower by automating over 80 reports and tools using Power BI, Power Query, and Python Pandas.
- Conducted leadership meetings with organizational leaders, Finance, Delivery, and HR to present insights, not only highlighting month-over-month changes but also explaining their reasons and impacts on the big picture, while providing actionable solutions where possible.
- Led the transition from a Power App-built L&D model to the vendor-built Prism Force – Skill Prism.
- Directed the resourcing function and managing the transition from a 20-year-old SAP system to SAP HANA.

Organization: WIPRO TECHNOLOGIES, Bangalore, India

Designation: **Senior Manager – Workforce Management** | Team Size: 7 direct reports

Duration: Oct 2015 – April'23

*Key Deliverables & Initiatives:*

- Optimized manpower & achieved cost-savings of INR 5 million by automating 20 Reports & Tools using Power BI / Power Query
- Meet with organization leaders, Production, Finance, HR and Recruiting partners to present headcount updates. Ability not only to point out month-over-month changes but also explain reasons for the change and how they affect the big picture. Provide solutions where possible.
- Well exposed to Management Information System like People Availability report, Utilization Report, Onsite Offshore Report, Rookie Billing Tracker, Rookie Ratio and Billable Trend, Bulge, Rotation Plan, Indent Management, Trajectory, Quarterly projection
- An effective communicator with excellent leadership skills, a team motivator involved in relationship building. Strong analytical skills, problem solving & organizational abilities. Possess a flexible & detail-oriented attitude.
- Bench Management, reporting pipeline and escalation.

Organization: WIPRO TECHNOLOGIES, Bangalore, India

Designation: **Deputy Manager – Finance** | Team Size: 30 members

Duration: Mar 2008 – Sep 2015

*Key Deliverables & Initiatives:*

- Supervised the accurate and error-free processing of domestic travel claims of 150,000 employee records, hitting a daily target of 6000 claims.
- Lead and manage the team in tracking and processing 23000+ employee reimbursement records
- Handpicked by Wipro to Brisbane, Australia to revamp the governance structure and analytical reporting for a client Uniting Care Queensland

Organisation: ACCENTURE SERVICES PRIVATE LIMITED, Bangalore, India

Designation: **Subject Matter Expert – Payroll**

Duration: Jan 2007 – Mar 2008

*Key Deliverables & Initiatives:*

- Deputed to Accenture, UK to transition the payroll sub-process, and collaborated with the UK Quality Team for the creation of payroll procedure manuals.
- Outlined the business impact and analysis by designing and presenting business cases, presentations and reports to the senior management.

Organisation: FIDELITY INVESTMENTS, Bangalore, India

Designation: **Senior Associate – Loan Processing**

Duration: Mar 2004 – Feb 2006

*Key Deliverables & Initiatives:*

- Guided and oriented subordinates on workflow and service level guidelines related to loan processing, while prioritising work and meeting deadlines
- Validated and approved 50 loan applications a day based on documentation provided by the participants

Organisation: HEWITT ASSOCIATES, Bangalore, India

Designation: **Senior Associate – Payroll**

Duration: Jun 2001 – Jan 2004

*Key Deliverables & Initiatives:*

- Scrutinised and processed monthly payroll for 3000 employee records for key clients (NCR/JP Morgan/Symantec Software), never missing the deadlines

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*End of Resumé*