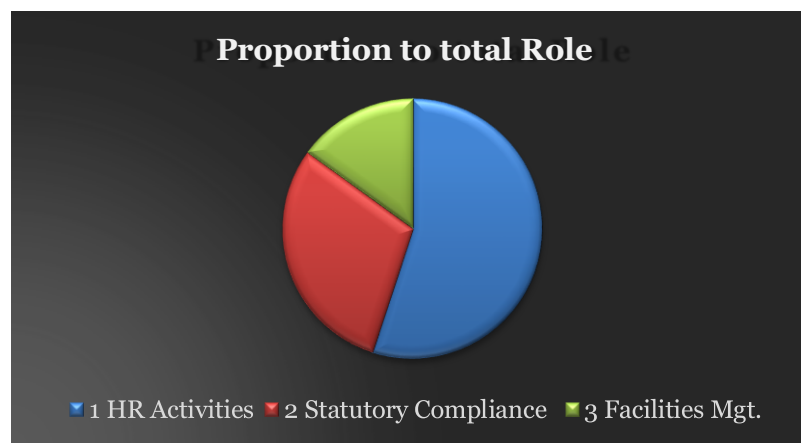


Profile Summary

A seasoned strategic HR Professional with experience in Manufacturing, IT organisations with proven track record in to the areas of Hiring, Learning & Development, Performance Management, Employee relations, engagement & execution of retention strategies, Statutory Compliance, Industrial Relations support, Liasioning, welfare amenities execution, certified Management systems adherence & monitoring, HR Auditing, Facilities Management activities.

Areas of Exposure

1) HR (Hiring to Separation) 2) Employee/Industrial Relations & Statutory Compliance 3) Facilities Management. {1. HR = 55% 2. Statutory Compliance = 35% 3. Gen. Admin = 10%}.



Notable Attainments across the Career

- Pivotal in developing as well as launching faculty honorarium scheme.
- Key role player in developing Employee Suggestions Scheme linked with award of appreciations.
- Initiator for Composite Re-engineering Training Program.
- Initiator for launching new Interview Evaluation Form for Hires.
- Successful in handling 4 workmen grievances with win-win situation at various sessions.
- Implemented Cost reduction tasks through job enlargement, job rotation activities across the organisation via Job Description changes.
- Ability in handling recruitment for critical positions with deadline KPI's (Placed around 425 plus prospective applicants to various position's).
- CSR initiative to adopt 7 AWC's nearby factory area for supply of nutritious food to the school children.
- Trained as Internal Auditor for various Management systems like QMS, EMS & OHSMS etc.
- Ability in handling the state and central incentive schemes to the organisation.

Academia

- **2006 - Post Graduation** in Master of Human Resource Management (M.H.R.M) from Andhra University Campus, Visakhapatnam, with First Division.
- **2004 - Graduation** in Bachelor of Commerce Computers (B. Com Comp.) from TSR & TBK Degree College, Visakhapatnam, with First Division.

Organisation Exposure

- I) Currently associated as Senior Associate Human Resources with **OMICS International Pvt.Ltd**, Visakhapatnam since August-2018 till date, with Unit Lead for HR Function.
- II) Associated with **HBL Power Systems Limited** as Dy Manager P&A from April 2008 to June-2018, with Factory Lead for HR operations.
- III) Initial Assignment with **Aster Tele Services Pvt Ltd**, Hyderabad from Aug-2006. to Mar-2008 as Team Member - HR, Generalist Role.

Key Result Areas at OMICS International Pvt Ltd (August 2018 to till date): -

- **HIRING:** - Handling complete Recruitment & Selection cycle by partnering with functional heads, up to the level of Head of the Departments with set KPI.
- Researching potential candidates and keep on building & monitoring active database of various skill- sets for prospective requirements.
- Volume hiring for On Job Trainees, Consultant Trainees with aid of Campus Drives, Pool Drives, and Referrals etc placed around 325 candidates.
- Placing critical positions on time, that include AWS Experts, Web Developers & Designers, and Graphic Designers, iOS & Android Application developers, Associate Managing Editors, Program Coordinators.
- Input into overall hiring strategy of the organization to ensure our teams consist of a diverse set of qualified individuals.
- Devise and implement sourcing strategies to build pipelines of potential applicants, such as employer branding initiatives.
- Form close relationships with hiring managers/ internal stakeholders to ensure clear candidate/interviewer expectations.
- Keep records of all materials used for recruitment, including interview notes and related paperwork, Approvals under MIS Tracker to share with key stakeholders.
- **Learning & Development:** - Conducting orientation/induction session on HR policies and programs as and when new hires rolled-out created on board plan to ramp the time period to the extent minimal and to avoid cultural shock in new hires.
- Developed and linked training methodologies in line with the set objectives of various business segments.
- Managing company-wide Training and Development programs, Preparing Training Calendar and schedules for all the Departments for whole year, organising periodic trainings, and evaluating the man hours as set KPI, feedbacks, skill's etc.
- Trainer on Various HR Policies, enactments and their importance to work place with assistance to the mechanisms like Sexual Harassment Act, EPF, ESI Benefits etc.
- Ability in managing and designing potential, skill-oriented learning programs in line with targets to Team Leads, Program Coordinators, Associate Managing Editors, Trainees & Continental Team Leads on subject matter, conducting onboarding plan of activity to new hires, evaluation, trained on various skill sets like portal activity, target research, journals & articles QC verifications, video articles validation, HR Policies, Compensation plans, Performance Appraisal system, welfare activities, incentive schemes, promotion opportunities.
- Aligned entire training structure to compensation & performance appraisal plans.
- Designed Skill Development Program (SDP) in association with AP Skill Development Corporation for fresh aspirants on Digital Marketing with appropriate placement inputs on available vacancies and placed around 45 hires.
- Key drive for Organisation Internship activities.

- Visiting faculty to colleges & Institutions for rendering trainings on communication skills, group discussion activities, leadership skills, interview skills etc.
- Collaboration with Information Technology Association of Andhra Pradesh (ITAAP) for skill enhancement activities of employees, various updates in IT sector, attended various workshops in IT sectoral developments & benefits.
- Key facilitator for STPI/IBPS/SEIS Incentives schemes processing.
- **Performance Management:** - Key facilitator in providing necessary inputs to HOD's & Divisional heads for performance appraisals and key participant for the PMS activities, evaluator on performance appraisal using e-PMS tool.
- Ensure the rollout for the performance management/appraisal activities as per the time lines.
- Collate performance appraisal reports and analyze the data to prepare substantive reports for appropriate decisions.
- **Secretarial Functions:** - Executing secretarial functions to the Director: like scheduling meetings, preparing MOM, circulars, mails verifications & replying, budgeting assistance, maintenance of office & statutory files of the director, preparing MIS on division wise revenue generation, Inter Office Memo preparations, unit bills verifications and follow up for funds release with Corporate, handling recruiting targets and update in the application tracker, preparation of organization intra portal changes and updates, preparation of month wise unit expenses with trends.
- To ensure that systems, procedures and processes as laid down in HR statutes, Management systems are implemented without any deviations.
- **Payroll:** - Handling Complete group Payroll Activity surging around 1500 plus manpower.
- Adherence to the defined payroll calendar,
- Payroll Report maintenance/ updating compliance records.
- Employee inquiry resolution and advanced issue resolution.
- SPOC for employee queries on payroll elements.
- Maintenance of payroll blue print.
- Proactive interaction with departmental leads for smooth process of payroll.
- Providing Employee Relations support to a diversified workforce of over 800 employees on HR practices and Procedures.
- **Statutory compliance:** -Complacent under various statues along with liasioning and attending various audits, inspections under ESI, EPF, Labour department's etc.
- Contract labour administration, assisting contractors for thorough adherence to CRLA & various labour compliances on date.
- **Reporting:** -Preparing HRMIS reports on monthly basis comprising of Head Count, CTC, comparing Budget vs Actual on HR functionalities, Cost of manpower percentage in the Revenue, calculating average cost per employee, performance appraisal records, attrition, absenteeism, Leave Management.
- **Employee Life Cycle Management:** - Organising periodic sessions on Knowledge Management and Knowledge sharing sessions w.r.t new developments linked to company policies and objectives.
- Conducting Employee satisfaction surveys on periodic basis.
- Framing & ensuring HR budget expenses with reviewing and monitoring them on monthly basis.
- Maintenance of Employee files, agreements, Point of Contact for employee queries on HR policies, procedures & practices, Organising Employee Engagement & retention programs like selecting best performance employee for the month, through star of the month & year awards, personal & education loans to the employees, organising cultural activities and sports, annual day events etc.
- Employee participation through various committees like women welfare committee, committee on prevention of sexual harassment at work place, events committee etc follow-up actions on minutes of the meetings, employee suggestion programs linked to appreciation & rewards.

- **Facilities Management:** -Key drive for Company General Administration activities which includes monitoring of end-to-end aspects of Security, Transport, Housekeeping & Garden, Hospitality, look after for visitors, Customers, Travel desk, Hotel Bookings, Guest House activities, Cafeteria maintenance, company festival events etc.
- Employee Welfare, aiding employees on Medi-claim, employee freak outs, birthday celebrations, appreciation of performers via various forums etc.,
- CSR initiatives-donations to orphanages, adoption of village for school students to supply of books, uniforms, nutritious food.
- Organising separation activities with appropriate feedback for management decisions.

Key Result Areas at HBL Power Systems Limited April 2008 to June-2018: -

- **Hiring:** Handled Recruitment & Selection (KPI of time of closure) by adhering to long strategy of the organisation.
- Develop understanding of business and functional objectives and strategy Work with the TA Lead in ensuring business and functional strategy is translated to hiring action for Pfizer Global Supply functions.
- Meet with the Business and functional leads to understand their talent requirements, consult and partner with the HR Client Partners to provide suitable TA solutions.
- Effectively manage senior and mid-level stakeholders and partner closely with the site HR Business Partners to drive the talent agenda.
- Ensure strong governance of the TA model with specific focus on appropriate internal and external sourcing resources to close vacancies.
- Work independently on critical middle and senior management positions - Source, screen, interview, offer and on-board candidates, ensuring that throughout the process feedback to internal / external applicants is provided at all stages.
- Effectively build and engage with talent pool through social media.
- Participate in employment events, such as career fairs, campus connect programs as and when required. Responsible for smooth execution of day-to-day recruitment related activities to ensure adherence and delivery against all Recruitment SLAs and compliance to processes.
- Manage all aspects of hiring till the successful on-boarding of the candidate.
- Negotiate and manage offer process ensuring offer/contract issued in line with company procedure for junior and middle management roles.
- Create effective relationships with new and existing recruitment agencies, evaluate search partners periodically and benchmark performance against company's recruitment needs.
- Ensure that vendor agreements are updated and renewed on time, work towards vendor engagement.
- **L&D:** Handled full cycle of Training & Development activity (KPI of training hours).
- Coordinating at unit level on IR/ER Issues by partnering with the Departmental Leads and provide necessary support from Head Office for resolving them amicably.
- Partner with business on organizational design, workforce planning, succession planning, and skills assessment and development.
- Maintaining the entire L&D activities projections and statistics in trends.
- Review and analyze business metrics including data on retention and employee experience in order to recommend systemic improvements.
- **PMS:** Facilitator for Performance Management System at unit level.
- **Payroll:** Payroll reconciliations, adherence the payroll deadlines.
- Maintenance of the payroll blueprint.
- Payroll Report creation and analysis.
- Payroll Lodgements.
- **Statutory Compliance & IR:** Liaison with the Labour Department, Factories Department, ESI & EPFO authorities as and when required.

- Statutory Compliance adherence & Contract Labour Management. Support contractors on getting Registrations, Licenses, and Renewals etc. and advising them suitably.
- Administering Annual Returns, Half Yearly Returns and Quarterly Returns under various labour laws viz, Factories Act, Shops & Establishments Act, Minimum Wages Act, Contract Labour (R&A) Act, ISMW Act, Bonus Act etc and ensuring timely submission of the returns to the concerned authorities, key player for IESO certification process to the unit.
- Drafting SOPs, Policies, Agreements, preparing note sheets on unit communications, obtaining approvals from Top Management.
- **Employee Engagement & Retention:** Advise the HR associates across the organisation on HR Management procedures, Statutory Compliance. Conducting HR Audits at other units.
- Time office & payroll.
- Employee Welfare responsible for (canteen management, OHC maintenance, vegetable farming, safety trainings, wellness sessions).
- Work with line managers and employees to address all types of employee relations issues, & fairly representing all interests.
- Develop and deliver the organization's internal communication strategy, planning a calendar of activities, and supporting the business to increase levels of employee engagement.
- Coordinating grievances and mediate workplace disputes through works committee and grievance redressal committees, women welfare committees making Employee and Worker involvement via various statutory and non- statutory committees, follow up actions on the meeting minutes and implementations.
- Conducting Survey on employee satisfaction levels on periodic basis.
- Knowledge management activities with KMS Portal aligned to all the units of the group.
- **Business Management Systems:** Exposure on Management Systems like ISO 9001, ISO 14001 & OHSAS 18001 certifications, lead internal auditor for the management systems.
- **Facilities Management:** Key drive for Company General Administration activities which includes monitoring of end-to-end aspects of Security, Transport, Housekeeping & Garden, Hospitality, look after for visitors, Customers, Travel desk, Hotel Bookings, Guest House activities, Cafeteria maintenance, company festival events etc.
- Maintain accurate employee data and publish MIS on a regular basis, aid of HRMIS management for decisional activities.
- **Separation:** Responsible for Separation Process, exit handling, Exit Interviews and maintaining tracker of settlements & Data in MIS.
- **CSR:** Accountable for Corporate Social Responsibility activities in and around factory.

Key Result Areas at Aster Tele Services Pvt Limited August- 2006 to March-2008: -

- Recruitment, Training, Time Office, ES & EPF.

Technical Exposure

- **Office Automation tools:** MS office (MS Word, MS Excel, and Power Point), concepts of Internet/Email, HRIS Software's Grey Tip HR, e-HR.
- **Operating Systems:** Windows 98, 2000, 2007, XP, 10 & Linux (Ubuntu).

Personal Dossier

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|---------------------|---|
| 1) Father Name: | Sri. N. Ananda Rao. |
| 2) Date of Birth: | 04 th day of May 1983. |
| 3) Marital Status: | Single. |
| 4) Languages Known: | Telugu, English & Hindi. |
| 5) Location: | House no.10-4-102, Sri Ramnagar,
Old Gajuwaka, Visakhapatnam, Andhra Pradesh-530026. |