

RESUME

TATAJI.CHAPPATI

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OBJECTIVE:

To be an integral part of the Human Resource team of an organization where, I can utilize my skills and abilities towards the achievement and goals of an organization.

Professional Summary:

Company: KIRBY BUILDING SYSTEMS INDIA PVT LTD,PASHAMYLARAM.

Duration: From **19.12.2018** to 20.07.2020

Role: HR{P & A executive } (SITE OF APOLLO TYRES LTD, SRI CITY,CHINNAPANDUR).

Roles and Responsibilities:

- Attendance tracking of all the employees
- Salary processing and reconciliation
- Interacting with the employees and resolving the issues
- Attending the meeting.
- Conducting awareness campaigns to aware the employees and workers.
- Maintaining all the categories of managerial works.
- Recruiting the people as per company requirement.
- Giving induction and training to the newly entered employees (joining formalities).
- Completion of the exit formalities and relieving processes.
- Appraising performance of the workers and staff.
- Tacking care on Legal liabilities of the company.
- Maintaining all the Registers and records.
- Leave Administration (like, CL, EL, and SL).
- Arrangement of Transport /Hospitality Management to Guest /Management.
- Employee profile safeguarding.
- Providing employee welfare programmes.
- Provide timely MIS reports to the management. These include manpower status, employee satisfaction, staff attendance, leave status and Extra Duties of employees etc.
- Coordinating with **HR** people Involving to Issuing the **ID, Visiting** and **Sim** card to Associates.

Previous Experience:

Company: PMF ENGINEERING LTD, PASHAMYLARAM.

Duration: From **10.02.2016** to **17.12.2018**

Role: HR executive.

Roles and Responsibilities:

- Attendance tracking of all the employees
- Salary processing and reconciliation
- Interacting with the employees and resolving the issues
- Attending the meeting.
- Conducting awareness campaigns to aware the employees and workers.
- Maintaining all the categories of managerial works.
- Recruiting the people as per company requirement.
- Giving induction and training to the newly entered employees (joining formalities).
- Completion of the exit formalities and relieving processes.
- Appraising performance of the workers and staff.
- Tacking care on Legal liabilities of the company.
- Maintaining all the Registers and records.
- Leave Administration (like, CL, EL, and SL).
- Arrangement of Transport /Hospitality Management to Guest /Management.
- Employee profile safeguarding.
- Providing employee welfare programmes.
- Provide timely MIS reports to the management. These include manpower status, employee satisfaction, staff attendance, leave status and Extra Duties of employees etc.
- Coordinating with **HR** people Involving to Issuing the **ID, Visiting** and **Sim** card to Associates.

Previous Experience

Company: R.R GAS Agency, Vetapalem.

Duration: From **23.02.2011** to **06.02.2016**

Role: Manager.

Roles and Responsibilities:

- Attendance tracking of all the employees
- Salary processing and reconciliation
- Interacting with the customers and resolving the issues
- Attending the meeting
- Conducting awareness campaigns to aware the consumers
- Maintaining all the categories of managerial works.
- Recruiting the people as per company requirement.
- Giving induction and training to the newly entered staff.
- Appraising performance of the workers and staff.
- Tacking care on Legal liabilities of the agency.
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EDUCATIONAL QUALIFICATION:

- **Completed** M.B.A(HR) from **V.S.M College**, affiliated to ANDHRA University,
- **BSc form V.R.S & Y.R.N Degree college**, affiliated to Acharya Nagarjuna University.
- Intermediate from **St.Mark' s Luthern Jr. College**, Chirala.
- SSC from **B.V & B.N High School**, Jandrapeta.

SKILLS SET:

- Operating Systems : MS DOS, Windows.
- Management Tools : MS Excel.

ACHIEVEMENTS:

- Participated in college and school level debate and essay competition and received applauds.
- Participated in pulse polio immunization programmes as a college NSS leader.

PROJECT:

- I have done Project on “ A study on Employee Welfare” at ITC Chirala.

STRENGTH:

- Hard Working &Self-motivated with positive attitude.
- Superior ability to plan & analyze as a team leader.
- Maintain good relationship
- Dedication to work

PERSONAL SUMMARY:

NAME : **TATAJI.CHAPPATI**
DATE OF BIRTH : 10th JUNE, 1988
MARRAITAL STATUS : Unmarried
LANGUAGES KNOWN : English,Telugu & Hindi.
HOBBIES : Listening Music, playing cricket and reading books
ADDRESS : **TATAJI.CHAPPATI**
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LAXMIPURAM,
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PRAKASAM DIST,A.P.

Place:

Date:

(TATAJI CHAPPATI)