Curriculum Vitae

**RAMYASHREE M.S.Mobile 7760880397 and**

msramya10@gmail.com**Personal Profile:Date of Birth: 06/10/1986 Father’s Name: M. SOMASUNDARANationality: IndianPermanent Address: D-011, Gaana Riddhi Apartment,**

**Adjacent Gnaana Barathi Campus,**

**Nagarabhavi, Bangalore-560 065 Sex: FemaleLanguages Known: English, Telugu, Kannada, Hindi, and SanskritHobbies: Dancing, Singing, Listening to Music, Traveling & Painting.Educational Qualification:**

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| **Examination** | **DisciplineSpecialization** | **School/College** | **Board University** | **Year of Passing** | **Performance** |
| **B-Tech** | **Electrical & Electronics Engineering** | **Amrita School of EngineeringBangalore** | **Amrita Vishwa Vidyapeetham** | **2008** | **CGPA5.78** |
| **Pre-University** | **Maths, Physics & Chemistry** | **Kora Junior College for Girls,Nellore** | **Board of Intermediate Education, Hyderabad** | **2004** | **79.05** |
| **10th** | **SSLC** | **The New Cambridge English High School,Bangalore** | **KarnatakaSecondaryEducationExaminationBoard** | **2002** | **76.96** |

**Work Experience:**

**(18.02.2013-03.01.2014) worked as Staff- HR & Admin with Anglo French Drugs & Industries Ltd, Bangalore.**

**HR & Admin Activities:**

**To be responsible for Processing of Medical claims under Hospitalization Scheme of employees.**

**To be responsible for Monitoring of following Insurance Policies in terms of compliance of including and deleting employees on monthly basis under various policies , recovery of premium of the dependents of employees who were covered under GMC based on the details obtained from Insurance Company, expiry of policy etc.**

**Group Mediclaim Policy-Monthly, Yearly**

**Group Personal Accident Policy-Monthly, Yearly**

**Aviation Policy-Monthly, Yearly**

**Workmen Compensation Policy**

**Group Baggage Policy**

**All Risk Insurance Policy**

**EDLI policy**

**Car Insurance**

**Purchase and issuing of Office Stationery and maintenance of inventory, validating and forwarding bills/invoices payments of all stationery to finance. Verification of indents for stationery for various departments. Printing of Stationery and maintaining the same - Letter Heads, all kind of Envelops, continues sheets, etc.**

**Monitoring the maintenance of Office Equipments such as Photocopier, Fax etc by entering to Annual Maintenance Contract with relevant parties. Maintenance of Furniture’s and Fixtures and raising PO’s for the same as and when required in SAP.**

**To be responsible for daily Maintenance of Coffee/Tea vending Machine and procurement of coffee, Tea and Milk Powder. Monitoring the stock and consumption and raising PO for the same forwarding to finance dept.**

**To make necessary Travel arrangements, maintaining record of Flight details invoice/credit notes in respect thereof and submission to Finance Department for payment.**

**Also booking accommodation for Employees during PMT training sections or TMT conference in Bangalore and Bombay.**

**To check the Laundry bills and forward to the Finance Dept.**

**To ensure proper check and processing of bills received from telephone Department and submission thereof to Finance Department for payment. Mobile bills to be entered in the system & to be processed to Finance Dept for payment twice in a month (7th and 21st).**

**Updating the records of employees joined, left, Trainee to Probation, Transfer of HQ, confirmations for year. Based on which addition and deletion of employees under various insurances such as EDLI, GMC, GPA, AVIATION & Superannuation.**

**Monitoring Housekeeping activities in the corporate office as per the defined schedule.**

**Welcome Kit for all new joinees- (Plant, Corporate & field) – stationery, welcome card, CMD letter in a file.**

**Ensure asset form filling on joining of Managers in field, corporate and Plant for arranging Tablets/Desktop and internet data card.**

**To ensure renewal of all vehicle insurance.**

**Making employee ID cards for corporate office employees.**

**Appointment letter generation for MSRs during BTP.**

**To provide details of newly joined employees who fall under the ESI bracket to Peenya plant HR.**

**To be responsible for Subscription renewals - Preparing request letter for renewal, forwarding the same to finance for releasing cheques and to be sent it to concerned Agents.**

**Monthly maintain a list of employees Birthday and sending them G-cards over mail and also organizing the Birthday celebration at end of every month.**

**To be responsible for joining formalities of new employee like introducing to all staff/managerial and DGM.Also guiding them for opening a bank account and filling Personal Requisition Form. Also to ensure and validate all the documents w.r.t. joining formalities of MSR’s, ASM’s and ZSM’s.**

**To be responsible for initial level recruitment of candidates for the vacant positions.**

**Raising Purchase Requisition’s and Work orders in SAP for purchase of Capital Assets or for any service.**

**Perform Reception duties when receptionist is on leave and to relieve during break.**

**To coordinate for getting signatures on letters from plant HR & send it back to the concerned.**

**All the SAP HR related works are being handled like**

**Appointment Letters/Relieving letters/Transfer Letters/Confirmation letters/Trainee-Probation/Probation-Confirmation/Promotion Letters/Retirement letters and extension of service/Termination Letters etc.**

**(26.09.2011-30.06.2012) Worked as Admin Coordinator with Relyon Softech Ltd.**

**The Job Description involved:**

**Interacting with vendors for office and pantry items.**

**Providing registration, updation and re-registration keys for the clients by generating in IMAX software.**

**Closely checking the day to day mails and interacting accordingly.**

**Locking and unlocking the phone local and STD internal extensions regularly for the employees in EPABX.**

**Transferring calls to the concerned dept heads.**

**Giving support to the customers over phone and assisting them to send computer id for renewing the software.**

**Updating the dealer, customer, user module profile in IMAX on regular base.**

**Monthly interacting with the vendor and getting process the ID cards issue for all India Branch Employees.**

**Getting activation and de-activation of employee’s corporate sim numbers i.e. (Local, STD, GPRS facilities) with BSNL.**

**Arranging office boys for all the departments in related to work like filing, packing the CDs,arranging tea/coffee beverages to all employees, sending to banks for transferring cheque.**

**Downloading the scratch card in the name of particular dealer after the credit of amount.**

**Preparing the reconciliation reports with respect to tally files and checking whether the invoice amounts are credited to accounts by the customer or not.**

**Providing the REF files and attendance integration report for customer while at the time of new registration, updation and reregistration of the product to customer and maintaining an excel sheet on regular basis for future reference.**

**Interacting with the support and addressing the customers issue and revert accordingly.**

**Arranging the office items like board markers, pen, cds, whitener etc to the departments on request and during training.**

**Maintain list of employee’s birthday details on monthly basis and providing cheque followed by Greeting cards as a token of celebration on end of every month.**

**Providing new buyers list to the product promotion Executives/Marketing Team with reference to received telecom on monthly basis.**

**(01.04.2010 -01.08.2011) Worked as Fund Raising Admin Associate with Green Peace India at Bangalore.**

**The Job Description involved:**

**Ensure that the diverse views and perceptions of the Public at large are held with respect.**

**Be an ambassador for fund raising and outreach for Green Peace.**

**Communicate information to the Public at large in order to make them aware about the environment, the essence of GreenPeace and its campaigns.**

**Also sending petitions over mail to volunteers and general public for their moral and Montreal support to address right cause.**

**By also handling HR admin activities like recruitment, Tax exemption and petition data base in the organization.**

**Also organizing and arranging transportation, food facility for internal employees who attending the campaigns.**

**Additional Exposure:**

**I am trained to be a Coach by The Academy for Coaching Excellence (ACE), Sacramento, California, United States in the areas of Mastering Life’s Energies and Empowering Life’s Energies during September 2008. I also attended webinar Tele-classes by ACE during Jan. - July 2009. Participated as a Resource Team Volunteer in International Coach Federation (ICF) European Coaching Conference (ECC) 2008 – “Connecting Worlds” held at Geneva, Switzerland during 26-28 June 2008. I have gained first hand experience in working in a multi-cultural environment. Personal Attributes:Dedicated, sincere and hard working.Very focused and works with full potential.High energy levels, self confident and punctual.Patient and adjustable to changing working environment.Good team worker and creative.Fast Learner, Willing to learn new things, Team worker.Good Verbal communication.Strong Ability to work under pressure with excellent concentration and flexibility.**

**Career objective:**

**Looking for an opportunity to contribute to an organization through my work, utilizing my skills and team spirit to the best resulting into personal and organizational growth.**

**Declaration: I hereby declare that the above information is true to the best of my knowledge.Place: Bangalore RAMYASHREE M.SDate: 06.01.2014**