**RESUME**

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E.V.R.RAVINDRANATH

**Mobile:91-*98485-85885***

***824744-0840***

CAREEROBJECTIVE

To associate with the Progressive Organization that gives me a big scope to apply myknowledge and different skills in the various fields of “HR & ADMNINSTRATION–&(Operations)”.

# WORKEXPERIENCE

**At present working in M/s Vasavi Electro systems(P)Ltd.as Sr.Manager-HR&ADMN from 26-10-2022 to till date**

Worked in HERO MOTO Ltd-as Sr. Manager-(HR & ADMN) from 01-09-2020 to 25-10-2022

Worked in M/s HASINI Infrastructure (Construction Company) as AGM–Group HR & ADMN from 01-12-2018 to 30-08-2020.(Project Completed)

***Worked as “Sr.Manager-Hr& ADMN” in “KANAKADURGA FINANCE LTD” FROM 19-09-2013 to 30-11-2018 (Group HR).***

Worked in “M/s Elite HR Management Services Ltd”.,as **Sr.Manager-HR & ADMN for AP& Telangana States from 01-05-2012 to15-09-2013.**

Worked in M/s **Lanco Infratech Ltd.,Construction Division-as“Manager*–HR & Admn”***from 09-06-2008onwards in(**EPC/Construction Divison)POWER Project**–in KONDAPALLI Site & Babandh sites (Project Completed)on**(29-04-2012)**

Worked as **Dy.Manager (P & A) in Mid India Enterprises (P) Ltd**. from 10-07-2005 To 08-06-2008.

Worked as **Assistant Manager–HR in “M/s UP. State Bridge Corporation Ltd”** in Project Director’s office from 01-07-1999 to 30-06-2005 (Project Completed).

Worked as **Personal Assistant – Liaison Executive in M/s Automotive Manufacturers Ltd.**, from 01-09-1997 to 26-06-1999.

Worked as **Stenographer in “M/s Brahmaiah & Co.,Chartered Accountants** Office From31-3-94 to 15-5-1997.

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* **As of now 23+yearsofExperience in HR&ADMN/Operations**

**Recruitment and Hiring, Maintaining of Employee Records, Benefits ADMN, Compliances,**

**Employee Relations, Training & Development, Performance Management etc.,**

**Experience in preparing the PMS/ATR/KRA’s/,KPA’s/,KRG(Knowledge Resource Group) KPI-(Key Performance Indicator) &Pay Roll Verification, processing,& Management. etc.,**

* **Professional Tax Registration,& Service Tax Registrations.**

EDUCATIONAL-

### MPhil (Management)fromPeriyarUniversity–2007

* **M.B.A(HR)** From of “B”grade in 2005 (IGNOU)
* **M.Com** from Nagarjuna University in 2001
* **B.Com** from Nagarjuna University in the year1992

PG.Diplamos :-

* Post Graduate Diplamoin **Personnel Management Industrial Relations And Labour Welfare with *Distinction*** from Andhra Pradesh Productivity Council 1995-1997.(**PGDPMIR & Labour Welfare)**
* PG. Diplamo in **Business Administration with First Class From National Council for Labour Management**, Chennai in1998(PGDBA)
* PG. Diplamo in **Quality Assurance & ISO 9000 with First Class From National Council for Labour Management**in1999(PGDQA&ISO9000)
* PG.Diplamo in **Computers in Office Management from with First Class From IndiraGandhiNationalOpenUniversityin1997**.(PGD.Computers Application)
* PG. Diplamo in Foreign Trade Management with First Class from Indian Institute ofManagement & Technology,Chennai in year,2000.(**PGDip.Foreign Trade Management**)
* PG. Diplamo in **Multi Modal Transportation and Logistics Management from Indian Rail Transport**–NewDelhi (IstClass) (PG.Dip in Multi Modal Transport and Logistics Management)

**HR–Operations*:-***

Recruitment, Selection& Induction process, & General Administration.

Employee Engagement & Employee Relations & Employee Co-ordination Exit process& Final Settlements,

HR Policy implementation, initiating the Disciplinary action on who deviate the HR Policy Bio-Metric(Thumb)and Payroll Management.

Statutory Compliances/Management of (EPF,ESI,P.T)

Appraisal, Ability to prioritize the work schedule.

HR Budgetary Control &preparation and Compensation Management etc.,

# GENERALADMINISTRTIONACTIVITIES:-

Experience on updating of labour licenses, BOWC Act, Shops and Establishment etc & Trade Licences and Workmen Compensations Act.,

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Ensure to maintain vehicle registers with Statutory like Insurance,Renewals and Log Books and Vehicle breaks etc.,documentation preparation.

ConductingTraining&DevelopmentPrograms.ServiceProviders,Managing of Workmen Camp,Canteen Management,Co-ordinationwithStaff,Security,andLocalAdministration.

Experienced in using of SAP-HR,(PayRoll),SARALSoftwares ,& Up-dating of Employees information (HRIS) from time to time.

-Bridging Management and Employee Relations by addressing demands, grievances or any other issues.

- Helping to resolve workplace conflict and liaising between parties.

-Drafting HR policies and ensuring Compliances with Employment Legislation.

-Managing the recruitment and selection process.

* **Always maintain legal compliances while-managing Human Resources.**

PersonalInformation

Name : **E.V.R.Ravindranath**

Father’s Name : (LATE)**E.Venkatachary(Retdfrom**

### S.C.Railway)

Date of Birth : **15–04-1971**

Contact Number : (**9848585885)&(*824744-0840)***

*Contact Details*:

D.No:43-106/1-52-C,FlatNo:202

Dattasai Towers, Alluri Sitarama Raju St., Indiranayak Nagar,

Ajithnagar,

**VIJAYAWADA520015(AP)**

Hobbies : Reading News Papers, Watching Cricket,

Playing Shuttle.

Languages Known : **TELUGU,ENGLISH, HINDI, KANNADA**

(E.V.RRAVINDRANATH)