

# CURRICULUM VITAE

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**Objective:** To be a successful Human Resource Professional by using my knowledge and skill-set for the development of the intellectual assets and utilizing the best of accounts practices to excel within the organization.

## CAREER ABSTRACTS:

An astute professional with 6 Years of wide exposure & experience in the fields of Human Resource Management and General Administration activities.

- Proficient in overseeing the entire HR Operations which includes Talent Acquisition, Employee Life Cycle Management, Attendance Management, Performance Management, Employee Welfare and Employee Engagement, Employee Recognition & Rewards, Attendance Management, Contractor Labour Management, HRIS & Leave Management, Statutory Compliances and General Administration etc.
- Adapt at handling day to day activities in co-ordination with internal / external departments for smooth running of business operations.
- Proficiency in supporting and sustaining a positive work environment that fosters team performance with strong communication and relationship management skills.

## Technical Skills:

Packages : Well versed with MS Office, Excel, Internet surfing,  
SAP, Experience with SAP-CRM, Tally9.0  
Operating Systems : Windows family

## Professional Experience:

- Working as **HR In-charge** in **Sri Harsha Trucking Pvt Ltd** an authorized dealer for **Bharat Benz** since 01 July 2016 to till date. **We Managing Four Branches in TS Region.**

**Company Profile:** Sri Harsha Trucking Private Limited is a Private incorporated on 04 November 2011. It is classified as Non-govt Company and is registered at Registrar of Companies, Hyderabad. It's authorized dealer for **Bharat Benz**. It is involved in Sale of motor vehicles [Includes wholesale and retail sale of new and used passenger motor vehicles and Lorries, trailers and semi trailers].

## **Key Responsibilities:**

### **Talent Acquisition**

- To review and identify the manpower requisition needs of departments coordinate with department Heads.
- Responsible for getting the positions closed within the timeframe by sourcing the profiles through various sources.
- Responsible for complete recruitment life-cycle of Junior & Mid
- Sharing the recruitment MIS reports to Management on regular basis.
- Preparing Offer Letters, Appointment Letters, Conformation Letters and completing on-boarding joining formalities.
- Preparing and conducting Induction & Orientation sessions to new entrants in the Organization and ensured induction of all employees as per the defined process.

### **Web Biometric, Compensation and Benefit Management**

- Maintaining attendance details of employees for preparing LWP, late coming deduction statements and Overtime payments.
- Responsible for preparation of monthly Biometric according to the schedule, annual leave payments, services allowances, attendance bonus etc.
- Follow-ups with banks for timely credit of salaries, generating and issuing pay slips to employees.
- Maintaining documentation and controls for all Web Biometric related activities and Biometric related issues.
- Preparation of contract labour attendance on every month and processing timely wages disbursement.

### **Statutory Compliances**

- Preparing and submission of monthly returns & fillings of P.F, E.S.I and P.T along with challans.
- Ensuring availability and scrutiny of all the statutory documents of the contractor.
- Marinating all records and registers under statutory requirements.
- Liasioning with various Government authorities for obtaining approval / clearance.

### **Performance Management Systems**

- Initiating and coordinating the Annual Performance Appraisal including periodical performance reviews and performance appraisals of all the staff members.
- Coordinating with Department Heads and superiors for performance appraisals and forwarding the Performance Appraisal formats to Employees and Departments.

- Collecting the Performance Appraisals feedbacks and make appraisal feedback meetings with employees for developing their key performance areas by providing necessary inputs and training sessions to them.
- Staff service confirmation, probation extension based on their performance on the job and feedback.

### **Training & Development**

- To coordinate with department Heads for identifying the training needs and conducting training need analysis for employees.
- Preparing and scheduling training programmes identified during PMS.
- Responsible for maintaining training records and analysis of training feedbacks, attendance.
- Preparation and execution of the annual training calendar.
- Conducting Skill Gap Analysis through Competency Mapping and preparing and reviewing the KRA's / KPI's.

### **Employee Welfare & Employee Engagement**

- Responsible for implementation of all welfare measures as per the statutory requirements.
- Organizing Medical Health Camp for employees.
- Initiating and implementing employee engagement activities.
- Responsible for organizing and executing the employee engagement activities like employee birthdays / anniversaries, farewell parties and festival celebrations.
- Responsible for organizing and coordinating Intra Departmental sports competitions, Games, cultural events, Quizzes and fun games as a part of Annual Get – Together celebrations.

### **Time Office & Leave Administration**

- Monitoring the daily attendance of the employees.
- Maintaining and monitoring overtime hours of workers.
- Maintaining and updating employees leave cards.
- Preparing monthly MIS reports like current manpower, monthly new joiners and attrition details etc.
- Preparation of monthly attendance statement for salary processing.

### **HRIS & Exit Formalities**

- Maintaining employee database and updating employee personal files.
- Handling Exit Interviews and Exit formalities of resigned employees.
- Responsible for handling F&F settlements of resigned associates after receiving the relieving and no due clearance.

## **General Administration**

- Managing administrative activities involving purchase of housekeeping equipment's, uniforms, safety shoes etc.
- Managing repair, maintenance & replacement of office equipments, appliances, furniture, furnishings etc.
- Vendor management - Oversee acquisition, installation of equipments that are required for the facility – IT systems, air conditioning etc.
- Organizing meetings, conferences, making travel arrangements and for guests.
- Issue the CUG Sim Cards & Processing the bill payments, data card bills.
- Coordinating for employee's engagement activities and organizing functions.

➤ Worked as **Accounts Asst** in **Shriram group** since 15<sup>th</sup> Nov 2013 to 30<sup>th</sup> June 2016.

**Company Profile:** Shriram Capital Limited (SCL) is the overarching holding company for the chits, Financial Services and Insurance entities of the Shriram Group, created with the primary objective of optimizing the synergies across the Group's entities

## **Roles & Responsibilities:**

- Shriram group Branch Application Technical Support
- Handling MIS Operations activities
- Chit's Cash Receipt & Payments Update into Application
- Applications day END An Day Begin Process
- Verification of KYC documents as per company policy
- Maintain Of Attendance Manual
- Biometric Attendance maintain
- Handling back office activities
- Handle Cash management

## **Education:**

Qualification      MBA/PGDHRM (pursuing)  
Year of Duration   2011-2013  
Institution        Mandava institute of engineering and technology  
                         College,JNTUK

Achievements      Achieved Second Division with 60%

Qualification      B.com  
Year of Duration   2008-2010  
Institution        EVR Degree & PG College, Osmania University.  
Subjects            Commerce.  
Achievements      Achieved Second Division with 60.5 %

Qualification      C.E.C

Year of Duration 2003-2005  
Institution Sneha Junior College, kodad.  
Subjects Commerce,Economics,Civics  
Achievements Achieved First Division with 62 %

Qualification SSC  
Year of Duration 2002-2003  
Institution ZPS High School, Board of Secondary Education.  
Achievements Achieved Third Division with 45.8 %

**Achievements:**

- Organized state level management meet Challenge 2KX inMBA
- Won the SHTPL cricket championships in 2016

**Strengths:**

- Very good learner, self motivated with positive attitude.
- Strong Communication and interpersonal skill
- Result oriented, strong will power and better planning and coordination.
- Enthusiasm to learn new concepts/practices.
- Hardworking Nature
- Self Motivation
- Positive Thinking

**Personal Profile:**

Name : Shivaji dantala  
Father's Name : Venkateswarlu Dantala  
Date of Birth : 20-07-1986  
Marital Status : Married  
Hobbies : Playing Cricket, listening music  
Languages Known : Telugu, English & Hindi  
Address : H No: 7-120,  
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Krishna- Andhra Pradesh.

**Date :**

**Signature**

**Place:**

**Shivaji Dantala**

