

A. SRINIVASA RAO

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Senior Level Assignments in Human Resource Management with an organization of high repute

PROFESSIONAL SYNOPSIS

Talent Acquisition
Payroll Management
Performance Management
Training & Development
Industrial Relations
Union & Contract Labour
Employee Engagement
Statutory Compliance
Team Management
Administration

- ⇒ **HR Professional** with good exposure in handling Recruitment, Compensation & Benefits, Statutory, Performance Management System, Training & Development, Employee Engagement, Industrial Relations including Trade Unions, Contract Labour and Team Management.
- ⇒ Experience in managing modern HR Systems with deftness in maintaining harmonious industrial relations among management and workers through efficient administration and resolution of employees' grievances.
- ⇒ Adept in planning, directing & coordinating compensation and benefits activities and statutory compliance of the organization.
- ⇒ Proficiency in managing tasks involved in recruitment process including sourcing, screening, short-listing the candidates, scheduling/ conducting interviews and finalising salaries.
- ⇒ Skilled in handling large workforces, maintaining peaceful & amicable work environment in the organization and in initiating measures for the benefit of people in the organization.
- ⇒ An effective communicator with exceptional interpersonal skills and hands on experience in training and development of team members.

CAREER CONTOUR

Piramal Swasthya, Hyderabad	Sr. Manager – HR	Apr'18 to Till Date
Dolphin Hotels Limited, Ramoji Film City, Hyderabad	Manager – HR	Feb'12 – Apr'18
GreenPark Hotels and Resorts Limited, Hyderabad	Asst. Manager – HR	Jun'06–Jan'12
ECE Industries Limited (Meter Division), Hyderabad	Personnel Officer	Jun'00–May'06
Dolphin Hotels Limited, Ramoji Film City, Hyderabad	Sr. Personnel Assistant	Feb'97–May'00

THE ACCOUNTABILITIES

Talent Acquisition

- ☞ Managing the complete recruitment cycle for sourcing the best talent of all the levels from diverse sources.
- ☞ Participate in employment events such as career fairs, visiting colleges for campus selections.
- ☞ Planning human resource requirements in consultation with heads of different functional & operational areas.
- ☞ Sourcing & Screening resumes, conducting recruitment, scheduling & interviewing candidates, discussing offer & issuing offer letters, fixing the grades, making of salary fitment and handling pre-joining & post-joining formalities.
- ☞ Arranging induction / Orientation Program of the new employees.
- ☞ Reviewing & negotiating Service Level Agreement with Vendors.

Payroll Management & Statutory Compliances

- ☞ Managing payroll processing function involving computation of salaries, attendance, leaves, fixed & variable entitlements, deductions for loans, TDS etc.
- ☞ Developing and maintaining documentation, pay-slips and controls for all payroll related activities and attaining approvals on consolidated salary advice.
- ☞ Making final settlement, change of status forms and processing leaves.
- ☞ Timely completion of all Statutory Compliances
- ☞ Streamlining all Contract Labour License agreements and renewals.
- ☞ Conducting periodic market benchmarking compensation surveys.

Performance Management

- ☞ Effectuating Performance Management System.
- ☞ Setting KRAs aligning to the Organisation's Business plan.
- ☞ Managing appraisal process across the levels linked to Reward Management and Career Growth.

Training and Development

- ☞ Conceptualising & effectuating training initiatives for improving employee productivity, building capability and quality enhancement.
- ☞ Identifying training needs across levels through mapping of skills required for different roles and analyzing existing level of competencies.
- ☞ Planning, scheduling and conducting training programmes in consultation with various Departmental Heads, and also coordinating in the selection of skilled trainers.

Industrial Relations & Employee Welfare

- ☞ Ensuring prompt resolution of employee grievances & maintaining cordial employee relations.
- ☞ Handling Trade Unions and participating in wage agreements and grievance redressal.
- ☞ Conducting periodic meetings with employees and Union representatives to have healthy working environment.
- ☞ Organizing sports, festival functions, various events and other awareness programmes, aimed at enhancing the sense of bonding and oneness amongst the employees.
- ☞ Looking after grievance handling, employee motivation, personnel counseling thereby instituting measure for reducing absenteeism and employee turnover.
- ☞ Following the Disciplinary Proceedings like issuing advice & warning letters, charge sheet, suspension orders, conducting Domestic Enquiries, handling & resolving POSH issues.
- ☞ Organizing Employee Welfare, Development, Recreational and Social Activities.

Employee Engagement

- ☞ Conceptualizing & implementing policies for HR, IR, welfare, rewards and recognition strategies as per the vision & mission of the Organisation.
- ☞ Evaluating and facilitating continuous improvement of the individuals against clearly defined preset goals and targets.

SIGNIFICANT HIGHLIGHTS

Piramal Swasthya, Vijayawada & Hyderabad

- ☞ Successfully implemented Employee Grievance Redressal Cell.
- ☞ Initiated Soft Skill Training for Drivers, Nurses, Lab Technicians and Pharmacists.
- ☞ Initiated Inter-Regional HR Audits on periodic basis.
- ☞ Initiated Maker Checker Policy to make zero error HR Processing.
- ☞ Involved and initiated TopX Concept in PMS for Management Staff.

Dolphin Hotels Limited, Ramoji Film City, Hyderabad

- ☞ Successfully implemented Skill Matrix System for all the staff including Contract employees.
- ☞ Driving the Employee Engagement activities resulting in retention through best HR Practices.
- ☞ Initiated Self Declarations from the Staff to nominate for performance awards
- ☞ Revised the Job Descriptions across all levels as per the Organisation & Industry standards.
- ☞ Improvised the SOPs to enhance the quality standards of the Organisation.
- ☞ Successfully implemented Online Leave Management System.
- ☞ Successfully trained all the Blue Collar staff in computer operations.
- ☞ Successfully introduced Man Management System.
- ☞ Initiated "Dialog Session" to share the knowledge.
- ☞ Successfully introduced Employee Open Forum regarding employee grievances & welfare and reduced attrition rate from 8% to 5%.

GreenPark Hotels and Resorts Limited, Hyderabad

- ✚ Played a significant role in recruitment of the staff as per the Budget.
- ✚ Significantly involved in the implementation of Fixed Term Contract System.
- ✚ Holds the credit of launching the concept of Variable Pay concept as well as employee reference verification concept.
- ✚ Effectively implemented Employee Satisfaction Survey.
- ✚ Executed practices like zero usage of stapler pins in operational areas
- ✚ Deft in improving the induction program as well as Exit Interviews process
- ✚ Instrumental in designing HR Handbook as well as initiating practices like sending cards on birthdays of the employees, circulating interesting articles among the employees.

SCHOLASTICS

- ✚ Diploma in Labour Laws with Administrative Laws from Annamalai University in 2014.
- ✚ MHRM from Pondicherry Central University in 2006.
- ✚ B.Sc. from Arts & Science College, Nagarjuna University in 1992.
- ✚ PGDCA from LCC, Hyderabad in 1996.

PERSONAL DOSSIER

Date of Birth	:	2 nd July 1972
Marital Status	:	Married
Languages Known	:	Telugu, English & Hindi.
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