**CURRICULUM VITAE**

**BHARATI.SIYADRI** Cell: 7093154769

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**CAREER OBJECTIVE:**

Seeking a challenging position in a reputed organization to explore my vision & to develop knowledge and skills that will enable me to work efficiently and effectively, learn and share learning, respond positively to innovation and challenges, build capacities and capabilities that lead to organizational growth and performance.

**Synopsis:-**

* A dynamic professional with **7 years of experience in Human Resource viz** Recruitments, Training and Development, Employee Engagement Activities, Payroll Administration, Employee Relations, Insurance, Legal Compliances (PF, ESIC, PT).
* Possess excellent communication and organizational skills with proven abilities leading motivated teams towards achieving organizational goals

**WORK EXPERIENCE: Total Experience –7 Years**

**Working as a Sr. Executive- HR at Vasudha Pharma Chem Ltd (Corporate Office), Hyderabad from 05.03.2018 to till date.**

**1.  Recruitment**

* Understanding manpower requisition from the concern departments.
* Understanding the requirement and accordingly drafting a job description and getting it approved from the concerned lead/manager.
* Sourcing candidates that match the desired skills.
* Screening the candidates by conducting telephonic or employee interviews
* Encouraging the employees to provide reference for better prospects.
* Arranging for technical interview and coordinating with the concerned employee.
* Communicating the employment status to the applied candidates.
* Maintaining and updating the database of the candidates.
* Doing a background verification of the short-listed candidates.

**2. Induction and On-boarding**

* When a particular candidate is finalized and selected, giving him offer letter.
* On joining the services, issuing appointment letter with brief working agreement or policies.
* Giving a description on the company/leave policies, procedures and culture followed by the company.
* Properly filing relevant document of the new joinee as required.
* Introducing him/her to the team and supervisor/manager.
* Explaining the mode of communication.
* Coordinating with the IT team to get his email id created made.

**3.     Attendance and Leave records.**

* Keeping a track of the attendance of the employees.
* Sending attendance/leave details every month to concerned Manager.
* Seeing to it that no employee is irregular and if there are such people, taking corrective / preventive measures.

**4.     Payroll Administration / Performance Management**

* Supervising activities of the Time Office and maintenance of attendance and leave records, necessary for processing payrolls of employees Ensuring compliance with statutory regulations like PF, ESI, Insurance policies, Gratuity, medical cover for the employees.
* Verification of Salary Advances before processing the payroll.
* Pre-auditing the Payroll for zero error & Management Approval.
* Employee Pay slips generation & Disbursement statements – Bank, Cash, Cheque
* Verification of data & final payroll processing
* Cross verification of Bank statement and checks.
* Helping the seniors do performance appraisal in a better way by adopting better appraisal practices
* Introduced **GAP analysis** for new joiners to rate their performance every quarter, which helps in annual rating.

**5. SAP Works**

* Hiring the Employees master data and preparation of Appointment letters on daily basis throughout the Vasudha group.
* Prepares the employee transfers data in SAP at the time of salary.
* Creates position for employees in SAP based on the requirements.
* Issues payslips in SAP based on the request of Unit HR’s and employees after salaries.

**6. Employee Engagement Activity**

* Conducts Employee Connect programme often.
* Planning, co-ordinating and organising programmes during major festivals viz. Holi, Ugadi, Ganesh Puja, Women’s day, and B-day celebrations of Senior Management and Corporate Heads.
* Responds to employee concerns and co-ordinates with collaboration team for further procedure.

**7. Other Activities**

* Co-ordinate with Collaboration team when the works assigns.
* Plans and organise Birthday cakes, Saturday celebrations for floor employees.
* Conducts and co-ordinates for the POSH awareness and general meetings.
* Co-ordinate with Team members to resolve the problems arise in unit employees.
* Conducts Motivational and self-development programmes.

**Worked as Executive – HR Department at M/s. Suryamitra Exim Pvt Ltd, Bhimavaram, West Godavari Dist, A.P since 18th Jan 2017 to 28th February 2018.**

* Manpower Planning, Recruitment & Resourcing.
* Joining Formalities.
* Employee Engagement Activities.
* Processing & maintaining the new joiner Personnel File.
* Introduced new system in the Organization called R&R for employee appraisal.
* Canteen and Hostel Maintenance.
* Training & Development.
* Motivation events like conducting Games, Events etc.
* Administration Work.
* Prepare and Maintains Documentation for Audits like BAP, SA8000, Wal-Mart etc.

**Worked with BRANDIX APPAREL INDIA LIMITED, Vizag. as Asst. Welfare officer from 24th Oct 2014 to 1st June 2016.**

* Canteen maintenance for quality and hygienic food items and maintaining the records.
* Conducting committee meetings monthly.
* Crèche monitoring.
* Monitoring the First aid and Medical facilities.
* Scheduling the Training programs to employees about their work.
* Taking care of complete documented formalities of Maternity employees.
* Grievance handling and other issues at site.
* One – One session with all staff to identify problems if any and take corrective action.
* Prepares the offer letters, Appointment letters and Relieving letters.
* Conducts Exit interviews, full and final settlement of the exit employees.
* Conducted performance appraisal with the co-ordination of Department HOD’s or In-Charges for their respective department employees on monthly basis.
* Maintain the up to date Documents for the Major Audits like SA8OOO, BSCI etc.
* CO-ORDINATION IN MOTIVATION SCHEME**-** Attendance Reward, Appreciation letter, Organizing functions and motivational activities.

**SCHOLASTICS**

* Master of Human Resource Management (HR Management, Industrial Relations, Labour

Legislations and Compensation Management etc..,) from Andhra University 2010-2012

* Bachelor of Arts (History, Politics, Hindi) from Andhra University 2007-2010.

**PROJECT:**

* I had undergone a Concurrent Field work on all **HR activities** at Tata Metaliks Pvt Ltd ,

Kharagpur West Bengal.

* As a part of curricular in M.H.R.M. I had undergone 60 Days internship training on “**Training & Development”,** at Jeypore Sugars Company Limited Chagallu, West Godavari District , A.P.

**COMPUTER PROFICIENCY:**

Working Experience in MS-Office, Excel, Power Point, V-Look UP,& Pivot Table etc.

**STRENGTHS:**

* Confidence and Positive attitude.
* Extreme dedication. Committed towards the task.
* Team player, Posses leadership skills.
* Interpersonal and communication skills, cooperative, and trustworthy.

**Extra Curricular Activities**- Writing Articles, Works for Women and Child DEVELOPMENT (Rural Area).

**Personal Dossier**

Name :       S.Bharati

Father's Name : S.Prakash  Rao

Nationality : Indian

Languages Known : English, Hindi, Telugu & Bengali

Address           : Plot No-58,D.No-1-2-38/L/58,

Lake View Colony, Hyderabad-500090.

**DECLARATION:-**

I hereby declare that above furnished information is true & correct to the best of my knowledge.

**Date:** (Bharati. Siyadri)