**CURRICLUM VIATE**



A NARAYANARAO

Contact: 9642095595

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***CAREER OBJECTIVE***

To work as a team in an organization where there is a scope for constant learning and use my skill set productively in the pursuit of both organizational and personal goals.

**Rôles & Responsabilités**

***Key Result Areas: -***

* **Statutory**- Managing all statutory functions as per Act
* **Induction** – Orientation about the company activities and HR processes to all new associates.
* Employee Welfare activities
* Fair Knowledge of Industrial Relations and Statutory requirements (PF, ESI,PT & TDS)
* Good Working Knowledge of Time Office Management and Payroll Process.
* Performance Management System, Effective & Efficient Administration
* Effective HR management systems, support and monitoring
* Building capabilities and organization learning
* Recruitment
* Liasoning with Govt. Officials for Registrations & Renewals, PF, ESI & PT related issues

**A) Time Office:**

* Create the new user id and give the access for day-to-day new joiners through bio metric devise.
* Give the access to on roll and off roll employees separately.
* Downloading the data from device for every shift. Day to day find out the punch missing, late coming, early going, over time hours for employees.
* Download and sending the data of absents& long leave details to Head HR/Plant Head/ Dept. HOD for their department’s employees. Day to day uploading the details of leave, c/offs, w/offs, on duty, PH/OH/LOP

**B) Recruitment:**

* Resourcing, screening and short listing resumes through various job portals or else internal reference.
* Coordinate with technical panel and understanding their requirements, defining job positions. Short listing the resumes based on desired skills and experience.
* Advertising vacancies, screening and short listing resumes. Conducting walk-in-interviews & campus interviews in all major states for recruit the candidates.
* Conduct the telephonic and personal interviews coordination with department heads. Preparing offer letter, Appointment Letter, employment contract and job descriptions.

**C) New Joining Formalities & Training & Development:**

* Completion of Document work, Certificate verification, Medical Check Ups,
* Maintain personal files for new joiners, introducing to all employees & coordinating plant visit Send introduction mail to all and completion of induction on aware of HR & Admin policies Send to QA for GMP Training to new joined employees
* Issuing the all assets like Mobile, SIM, Laptop, Data Card, Email Id Creation, and Cabin etc as per eligibility.
* Prepare the Training schedules and coordinating with as per organizational need like Induction, orientation, Performance & skills developed training, communication & performance developed trainings. Identification of training needs of nominating the candidates for Training
* Coordinate with the external trainers for monthly training schedule. Scheduling the Training Program & collecting the Feedback. Issue the training certificates after completion of the training. Evaluation of the employee’s post training program.

**D) Secretarial Functions:**

* Assisting in scheduling office meetings and official appointments Preparation of circulars, presentations, MIS, Notes & IOM for circulations Document filing, all other day to day activities any other activities that is being given time to time
* Preparation of Appointment, Promotion, Transfer, Increment, & Termination Letter. Settle the F&F to relieved employees.

**E) Payroll Support & Statutory Compliances:**

* Prepare the salary sheet form attendance data Upload the salary details of new joiners for every month.
* Check and enter the leaves, on duties, c/offs, W/offs, PHs, OHs, LOP, over time, arrears data Enter the separate mark for long leave, relieved, absconded, terminated, hold salary details in pay sheet. Verify total month days and total working days for every employee
* Verify the deductions like. PF ESI, PT, Canteen, Mobile Salary Advances Once checking the data, we forward to finance dept. for additional deductions to prepare the final pay sheet Send the pay slips to all employee’s personal mail id within a day after released the salary in every month.
* Upload the ESI, PF data for eligibility employees on every month prepare the Bonus, LTA, EL Encashment statements prepare the Full & Final Settlements

**F) Welfare& Administration Activities:**

* Issue the ID cards, CUG connections, Dress Code, Safety shoe, Bank Account Opening to new candidates at the time of joining as on eligibility criteria
* Provide the transport facility for all employees as on shift and their eligibility. Verify & Maintain the all vehicle Status like, Insurance, Pollution check-up, Servicing and Vehicle Condition.
* Provide the Food (Canteen)facility to all shifts employees. Maintain the Guest House facilities and coordinate with housekeeping activities.
* Prepare the Vendor bills to all HR & Admin related maintain the Courier & Stationery, Xerox Machineries status.
* Take care of Contract Management like Agreements, Statutory and Facilities of contract employees
* Take care of Security Management like Agreements, Statutory and Checking of security records.
* Maintain the day to day status of Cafeteria/Pantry. Daily monitoring the Greenery/Gardening status.

**G) Housekeeping:**

* Monitored the all areas neat & clean in plant. Maintaining the day to day Stock record of housekeeping material
* Prepare the SOPs related HR & Admin, Change Control initiation and Closing, CAPA initiation and Closing, Deviations etc.
* Daily Verification of LOG Books, Status Labels, Calibration Labels
* Coordinating with QA People for SOP Changes, deviations, change control.
* Raise the indent for LOG Books, Documents from Q A on periodically.
* Day to day checking the solutions likes Dissolution, Toilets cleaning Solutions, Laundry Chemicals
* Every Week giving the training to all Contract and Regular employees on SOPs
* Giving service request to maintenance department for maintenance related works

**H) Recreation or Employee Engagement Activities:**

* Circulate and coordinating the Employee Birthday, Marriage day, New born baby functions Circulate.
* Coordinating the all festival celebrations like Independence Day, Republic Day, Dussehra, Vinayaka Chavithi, Holi, Christmas.
* Circulate and conducting the sports like Cricket, Cycling, Rangoli, Skipping, Badminton. Coordinating the all company celebrations like, Anniversary, Audit Success Party, get to gather and Inauguration parties

**Experience: Overall**

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| --- | --- | --- | --- |
| **Name of the Organization** | **Position** | **Tenure** | **CTC** |
| Lamco Industries | Purchase Executive | Jun-2007 to Feb-2010 | 1,20,000/-per Annum |
| Hydro Pneumatic Engineers (Hyd) Pvt Ltd | Admin Cum HR Executive (Payroll) | Jul-2012 to Dec-2013 | 1,92,000/-per Annum |
| O2 Spa Salon Pvt Ltd | Sr.Executive(Payroll & Compliance) | Jan-2014 to Jan-2018 | 4,60,000/-Per Annum |
| Sri Krishna Pharmaceuticals Limited | Assistant Manager HR and Admin | Jan-2018 to Apr-2021 | 7,00,000/-per Annum |
| Synergene Active Ingredients Pvt Ltd | Assistant Manager-HR and Admin | May-2021 to Present | 8,30,136/-per Annum |

***EDUCATIONAL QUALIFICATIONS***

* MBA (HR & Finance) from Swamy Vivekananda University in 2012 with 63%
* B.Sc (MPC) from SBSYM degree College, Palasa affiliated to Andhra University in 2007 with 60.2%
* Intermediate in MPC from the Board of Intermediate Education, A.P, in 2004 with 61.1%
* S.S.C from the Board of Secondary Education, A.P, in 2002 with 80.3%

***TECHNICAL QUALIFICATIONS***

* Diploma in computer Software applications from APTECH Educational Institution ,Palasa, Srikakulam Dist having secured 65%,during the year 2006
* DTP in SSI Computer Educational Institutions, Palasa, Srikakulam Dist, Andhra Pradesh having secured 67% during the year 2006

***COMPUTER SKILLS***

* Operation Systems: Windows 98/2000/2003/2007/2008/2013/2016/XP, MS-DOS,Vista,Windows8
* Packages : MS-OFFICE (Word, Excel, Power point, Access) VB, SQL Server 2005,Hardware

and Networking Applications, Foxpro, Relyon Saral Salary Pay Pack (Payroll),Focus,

Tally 9, Internet and DTP (Page Maker, Photoshop),

HRIS, HRMS Software, Pace Solutions, Zing HR,P eople Soft, ERP Software

* Expertise in the usage of MS office tools namely word, Excel, Power point, Access
* Knowledge and certification in using Accounting Package Namely Tally. Have Expertise in using search engine tools and Internet. DTP work in English (Typing speed in English – 35WPM)

***STRENGTHS AND ACHIEVEMENTS:***

* Achievement & result oriented with excellent interpersonal skills.
* A highly optimistic & focused person who believes in putting in his 100% task.
* Always dedicative towards my work and active in achievement of my targets.
* I can adjust in any kind of environment and with every type of person.
* Strongly motivated with high personal goal. Confident & Pleasant personality.

***Skills and Knowledge***

* Practical and working knowledge of Labour Laws, Good knowledge of Excel and PowerPoint skills.
* Handling Statutory compliance in previous organization including Liaoning, maintaining energetic and solution oriented.

***EXTRA CURRICULAR ACTIVITES***

I was the class Representative in my Graduation and organized many functions. I participated in social services Activities like collecting the relief fund for the people those affected by natural calamities.

***PERSONAL SKILLS***

* Good Team work
* Leadership Qualities
* Hard working
* Sincere in work
* Facing dead lines
* Self confidence

***PERSONAL PROFILE***

Name : ASAPANNA NARAYANA RAO

Father` Name : BHASKARARAO

Date of Birth : 05-06-1987

Gender : Male

Marital Status : Married

Nationality : Indian

Religion : Hindu

Languages Known : Telugu, English and Hindi

Hobbies : Reading Science Magazines, Internet Browsing,

Collecting Science Articles,Playing Cricket etc.

Present Address : A.Narayanarao, Flat No.102,2nd Floor, Sree Varshini Residency,

Road No.3,Tirumala Nagar Colony, Vadlapudi,

Visakhapatnam-530046

Permanent Address : S/o.Bhaskara Rao,H.No.20-4-68,Purusottapuram,Palasa,Srikakulam

Andhra Pradesh - 532221

Contact Number : 9642095595

**Declaration:**

    I hereby declare that the above-mentioned information is correct up to my Knowledge and I bear the responsibility for the correctness of these particulars.

Place:

Date: (A.NARAYANARAO)