



Currently in **Guntur** and Ready to relocate to anywhere for most challenging Opportunity.

Permanent Address: S/o Ramana, 2nd Block, Lawyer's Colony, Near ICE Plant, GCC Road, Harijana Veedhi, S .Kota, Vizianagaram , Andhra Pradesh-535145.



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Choose as Best HR Manager for building HR Strategies & People Management on PAN India basis.



EXPERIENCE SUMMARY:

From: 6th Apr 2023
Till: Currently Working

Head - Human Resource & Training
Welcomhotel Guntur by ITC Hotels, Andhra Pradesh

From: 3rd Sep 2020
Till: 04th Apr 2023

Head - Human Resource & Training
Manjeera Sarovar Premiere & Convention centre, Rajahmundry

From: 18th July 2019
Till: 15th May 2020

Manager - Human Resource & Training
Fortune Select Trinity-Bangalore (Member ITC's Hotel Group)

From: 08th Jan 2018
Till: 15th July 2019

Assistant Manager -Human Resources
Le Royal Meridien, Chennai (Marriott Hotels)

From: 01st June 2016
Till: 30th Nov 2017

Manager - Human Resource
TI Absolute Concepts Pvt. Ltd (Murugappa Group).

From: 01st Apr 2013
Till: 25th May 2016

Assistant Manager -Human Resources
Hotel Ambica Empire, Chennai (Ambica Group)

From: 01st Apr 2012
Till: 28th Mar 2013

Assistant Manager - Human Resource
Swagath Hotels, Hyderabad

From: 01 Apr 2011
Till: 20th Mar 2012

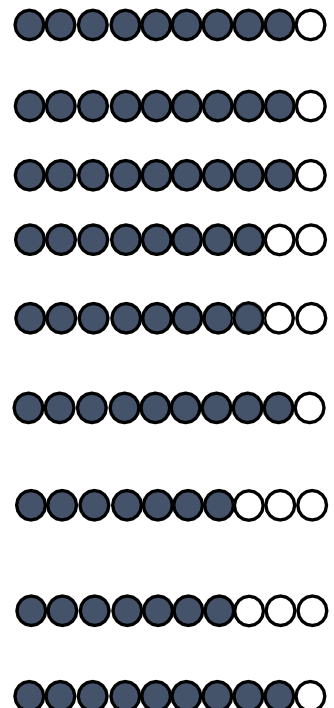
HR Executive
Venky Residency, Kakinada



Having skills to handle following responsibilities successfully

Skill Rating

- **Manpower planning, Strategic HR, Attrition Control, HR Budget Control**
Analysis & implementation, **Recruitment**, Talent Acquisition, **Salary Negotiation.**
- Handles & resolved cases of **Union Disputes, Union Settlements, Labour Laws.**
- Formulation & execution of **Company Policy**, SOP, Code of Conduct,
Reward & recognition, Employee Benefit Schemes.
- Handling **Statutory Compliance** (Provident fund, ESIC, PT, Bonus, etc)
- Designed & Implemented **Employee Engagement, Employee Welfare,**
Attrition ControlStrategies, Conducted **Team building activities.**
- Designed & Implemented Employee **Compensation & Benefits** Management, i.e.
Salary Benchmarking, **Market Research** on HR Policy, Salary Grades, Salary
Budgets, **Salary Structures.**
- Coordinating with **Government Officials** and Problem Solving handling
Grievances, Disputes and **Labour Law Issues**, ensuring productivity &
Smooth operations including union employees.
- Designing & Conducting **Training & Development**, Learning & Development
(L&D) Presentations.
- Designing & Implementation of **Performance Management** System – **KRA,**
KPI, 360 feedback, Worked out on core competency, Skill mapping





EDUCATIONAL BACKGROUND:

M.Sc (Psychology) Pursuing from Madras University, Chennai

M.B.A (HR) with **86%** in the year of (2009 - 2011) from Rajiv Gandhi Inst. of Mgt& Sciences, Kakinada , Affiliated to Andhra university, Vishakhapatnam.

B.Sc (MPC) with **70%** in the year of (2006 - 2009) from Government Degree College, S.kota, which is affiliated to Andhra University, Vishakhapatnam



WORK EXPERIENCE IN DETAILS

From: Sep 2020

Manager - Human Resource & Training

Manjeera Sarovar Premiere & Convention centre

Till : Apr' 23

Inventory: 105 Rooms & 3000 Pax Convention, Total Team Size – 155 no's

- Responsible to ensure that all Human Resource Department Functions are running smooth and make sure that Government Compliances are followed wherever applicable.
- Pre opening team member and first associate in the company .
- Responsible for processing Payroll, Salary, Compensation Revision.
- Handling Statutory compliances like PF, ESIC, PT, Bonus, Gratuity, Apprentices, and Labour Law etc.
- Responsible for Recruitment, Talent Acquisition, Sourcing, Talent Engagement, Joining formalities, On boarding.
- Responsible to see ODC hiring being F&B Based hotel and Campus recruitment.
- **POSH, ICC Member.**
- Involved in Designing & Conducting Survey on Employee Feedback, Performance Management, KRA,KPI,

From: July '19

Manager - Human Resource & Training

Fortune Select Trinity-Bangalore (Member ITC's Hotel Group)

Till : May '20

Inventory: 142 Rooms, Total Team Size – 155 no's

- Successfully handling Human Resource Team and HR Department.
- Actively Involved in Strategic HR and Human Resource Budget Control Planning and Implementation Team.
- Successfully achieved Monthly Attrition from **12% to 3.67%.**
- Responsible for processing Payroll, Salary, Compensation Revision.
- Handling Statutory compliances like PF, ESIC, PT, Bonus, Gratuity, Apprentices, and Labour Law etc.
- Coordinating with Government Officials and handling Grievances, Disputes and Labour Law Industrial Relations Related Issues and ensuring productivity and smooth operations of all employees including union employees.
- Handling Training & Development, Presentations. (Designing, Conducting, Course completion, Evaluating Trainings
- Responsible for Recruitment, Talent Acquisition, Sourcing, Talent Engagement, Joining formalities, On boarding.
- **POSH, ICC Member.**
- Involved in Designing & Conducting Survey on Employee Feedback, Performance Management, KRA,KPI,
- Conducting Employee welfare, Employee Engagement, Employee Recognition Programs.
- Designing, Negotiating - Contracts and Managing Vendors.
- Responsible to ensure that all Human Resource Department Functions are running smooth and make sure that Government Compliances are followed wherever applicable.

From: Jan '18

Till: July '19

**Assistant Manager -Human Resources
Le Royal Meridien, Chennai (Marriott Hotels)
Inventory: 240 Rooms, Total Team Size – 360 no's**

- Successfully handling Human Resource Team with Size of 05 no's and has been in & as Head of the department for 08 months.
- Responsible for processing Payroll , Salary , Compensation Revision , (Attendance and Leave Report is Manual in my current company)
- Handling Statutory compliances like PF, ESIC, PT, Bonus, Gratuity, Apprentices, etc.
- Coordinating with Government Officials and handling Grievances, Disputes and Labour Law Industrial Relations Related Issues and ensuring productivity and smooth operations of all employees including union employees.
- Responsible for Recruitment, Talent Acquisition, Sourcing, Talent Engagement, Joining formalities, On boarding.
- Responsible to see ODC hiring and Campus recruitment.
- Conducting Employee welfare, Employee Engagement, Employee Recognition Programs..

From: Jun '16

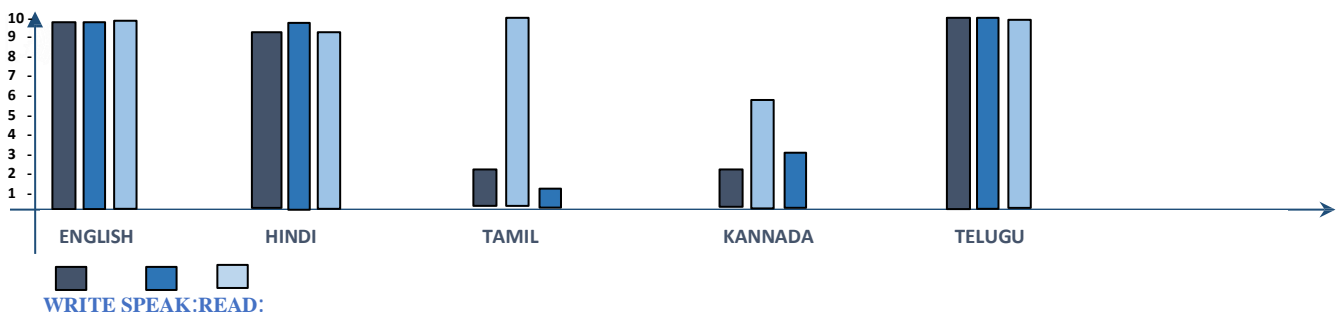
Till: Nov '17

**Manager - Human Resource
TI Absolute Concepts Pvt. Ltd (Murugappa Group)
Consist of 04 Cafe & BAR (Italian Cuisine), 240 No's Overall**

- Handled basic **salary, payroll compensation management** along with attendance processing manually through registers
- **Recruitment**, Sourcing and Talent Acquisition..
- Handled statutory compliances like provident fund PF, **ESIC, PT, MLWF, Human Resource Reports, Administration** functions.
- Handled joining formalities, **On boarding**, Human Resource HR documentation making certificates, checking attendance.
- Handled **Recruitment**, Sourcing, Talent Acquisition, Induction, orientation, sometimes taken initiative for conducting first round of interviews.
- Sometimes handled **Learning and Development** as training manager.



LINGUISTIC SKILLS:



AWARDS AND RECOGNITIONS:

- ✓ Topper in MBA first & third semesters.
- ✓ Selected as a Technical Assistant in NREGS(Govt. Job), Vizianagaram.
- ✓ Won Second Prize in EMBLAZE-2010 conducted by V.S.LAKSHMI PG studies, KKD.
- ✓ Secured 5th Position (out of 70 no's) as Dancer in AMITY-2010 conducted by Andhra University, Visakhapatnam.
- ✓ Awarded the best student in Degree College.
- ✓ Awarded with NCC 'B' certificate.
- ✓ Best Performer (Manager Category) Awarded by Chairman in Le Royal Meridien, Chennai in 2019.