



**M. JAGADEESH,**

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### **Objective:**

Seeking a career in challenging position in the organization that offers me generous opportunities to explore & outshine in the field of Human Resources.

### **Core Competencies:**

- **Recruitment & Selection • Onboarding & Joining formalities • Leave & Attendance Management • Statutory Compliance • Payroll • MIS Reports • Personal & General Administration.**

### **Recruitment & Selection:**

- Coordinating with cross-functional departmental heads for assessing their manpower requirements and maintaining a data bank of potential candidates.
- Responsible for sourcing the candidates from different job portals like LinkedIn, Naukri, etc., according to the requirement.
- Identifying and scrutinizing the profiles which meet the requirements.
- Providing complete, accurate, and inspiring information about the company and position via cold calling, emailing to the shortlisted candidates.

### **Onboarding & Joining formalities:**

- Welcoming the new employees to the Organization and introducing them to its various departments.
- Explaining the Organization's policies and procedures, current business.
- Responsible for the completion of all the joining formalities entailing collection and verification of certificates, taking identity and address proofs, issuing appointment and agreement letters, giving staff member codes, ID cards, Business cards, ensure in filling up bank details and closing the joining formalities.

### **Statutory Compliance:**

- Liaising with various Government Authorities such as PF, P. Tax, ESIC, LWF, Income tax
- Filing monthly challans of PF, ESIC, and PT. TDS filing on quarterly basis.
- Auditing the compliance reports on periodic basis and sending the reports to the management and submitting to concern departments.

### **Leave and Attendance Management:**

- Ensuring and collecting accurate data from the Bio metric.
- Maintaining and updating every month attendance report.
- Maintaining the leave balance record as per policy.
- Generating daily, weekly, monthly absent after report

### **MIS Reports:**

- Generating reports Monthly / quarterly / half yearly / annually for PF, ESI, PT and Income Tax.
- Consolidated report to the management and generated all HR administration reports
- Comparison reports with Previous Month/Year

### **Payroll Management:**

- Preparation of salary structure of new employees as defined in HR policy and collecting the inputs from various departments to run the payroll accurately.
- Processing the payroll by using HRMS. Validating the employees salaries a/c to the given inputs and preparing the bank transfer statements.
- Managing full and final settlement to be issued to Finance Department prior to employee's final departure
- Handling Payroll Compliances like PF, Income Tax, PT, and ESI assisting in smooth distribution of the payroll to the employees. Generating and publishing the pay slips through ESS portal.

### **Personal & General Administration:**

- Overseeing administration activities including office facilities, transport facilities, security services & telephones
- Establishing and maintaining personal files and records of the employees digitally.
- Maintaining a healthy & learning environment ensuring creative & operational development of employees
- Coordinating with the clients to answer all the queries and ensure complete customer satisfaction
- Acting as a primary point of contact between client & the employer through proper communication
- Gathering / updating data to maintain departmental records & databases

### **Professional Experience:**

- Working in BDR Pharma Companies at Magnum Chemi Gran Pvt Ltd as HR From 19 Sep 2024 To Till Date.
- Worked as a Sr HR Executive in ACL Digital, up to 21 Months. (15-Jul-22 to 12-Apr-24)
- Worked as a HR Executive in Sanofi, up to 8 Months. (08-Dec-21 to 14-Jul-22)
- Worked as HR Executive in Sri Siva Engineering Contractors up to 45 Months (04-Dec-17 to 07-Sep-21) .

**Educational Qualifications:**

Course	University /Board	Institute	Year	Percentage
M.Tech - Energy Systems	JNTUA	JNTU College of Engineering Anantapur	2017	82.28
B.Tech - Mechanical Engineering	JNTUA	Global College of Engineering and Technology, Kadapa	2014	73.37
Intermediate – MPC	BIE,AP	Deepthi Junior College, Proddutur	2010	66
SSC	BSE,AP	Sri Vijayavani Vidyanikhethan	2008	67.5

**Skills & Qualifications:**

- Certificated in Core HR
- Certified Professional Level1 and Level2 from Greytip Academy
- Working knowledge on HRMS (SAP, HCM), HRIS, KRONOS, EMPLOYWISE.
- Skilled in MS Office (Word, Excel, Power-Point)
- Fast learner and independent with strong leadership
- Discipline and self-motivated
- Working in team environment

**Extra-Curricular Activities:**

- Active member in blood donation team
- Worked as NSS Volunteer at JNTUA University.
- Participated in various social activities to empower the youth towards green environment
- Bagged the first prize in singing competition at school level.

**Hobby:**

- Gardening, Helping, Travelling

**Personal Details:**

Name : M. JAGADEESH

Father's name : M. SREENIVASULU

Date of Birth : 07-06-1993

Pass Port No : M1143469

Gender : Male

Marital status : Single

Languages Known : English and Telugu (Read, Write and Speak), Hindi (B).

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**(M. JAGADEESH)**