



Tarakeswar Chandapu

Data Analyst

PROFILE SUMMARY

Human Resource Manager | A Data Analyst @ Skilled in Advanced Excel, Analytical Skills, and Business intelligence, Six Sigma Black Belt ,Payroll expert,Power BI Expert, Excel report Automation, Dashboard Automation , Change management.

PERSONAL INFORMATION

-  **Email**
tarakeswar.ch@gmail.com
-  **Mobile**
(+91) 8099534032
-  **Total work experience**
12 Years 0 Month
-  **Social Link**
<https://www.linkedin.com/in/tarakeswar-chandapu-1673b6132/>

KEY SKILLS

- Problem Solving
- advanced excel
- time office management
- payroll
- mis reporting
- HR Operations
- Performance Management System
- HR Analytics
- Six Sigma Black Belt
- Power BI
- Compensation Management
- Change Management
- Dashboard Development
- Smartsheet

OTHER PERSONAL DETAILS

EDUCATION

- 2015** MBA/PGDM
Nalla Narasimha Reddy Education Society's Group of Institutions
- 2013** B.Com
Vivekananda Degree College , Hyderabad
- 2006** XIIth
English
- 2004** Xth
English

WORK EXPERIENCE

- Dec 2022 - Present** Data Analyst
Aragen Life Sciences
Creation of Monthly Productivity Reports, Quarterly Reports. Creation of Dashboards, Dashboard Automation. Report Automation.
- Jan 2021 - Dec 2022** Manager HR - Corporate HR
Ankura Hospital
HR operations, Payroll, Compensation Benefits, Statutory ,MIS ,Dashboards

Jul 2020 - Jan 2021

Assistant Manager HR

Yashoda Hospitals

Responsibilities o Payroll & Statutory * Independently handling Payroll, Payroll Audit for about 1200 employees. * Coordination with Finance and Accounts department for monthly salary deductions and other deductions. * Maintaining Leave records of employees in various positions. * Adhering to statutory compliances like monthly PF, ESIC deposition, Professional Tax submission. * Preparation of bonus, leave encashment reports and coordinating with accounts department for the disbursement of the same. * Full and final settlement * Processing Gratuity for the Eligible Employees and Submission to Finance and Accounts Department for Payments with Necessary Approvals. * S&E Licence Renewal, LWF Payments. o MIS Management & HR Analysis * Preparation time office reports like Overtime report, absent report, late in coming and early out going and other reports. * Preparation of various HR MIS reports like Yearly HR budgeting, attrition calculation, manpower analysis, Actuarial Valuation Reports Etc. * Maintaining Confidential Data - Appraisal Data, Pay sheets, Bank Account Details Etc. * Maintaining Employee Promotion, Mid-Increment, Internal Transfers, Allowances, Deductions (Grooming, Office Asset Recovery, Vaccination, Insurance Premium, Hostel) & Hold Salary Data Etc. o HRMS * Addition / Updating / Separations in HRMS. * Ensure that Employee Data is updated timely. * Defining Salary Structure, Assigning Grades and levels. * Assigning Rostering Area & HOD for Employees According to their Location. * Updating Leaves & Approving Leaves on Daily Basis. * Running Payroll. o Employee Relations * Handling grievance related to payroll, PF, Attendance, HR Policies, Leave Details, timesheets Etc. * Handling various employee Benefits like Marriage Benefits, Best employee Awards, Funeral Expenses, Salary Advances Etc. * Training and Bringing Awareness of Changes in Organization Wide policies And HR policies. o Business Intelligence * Patient Wise Human Resource Cost. * Defining process, Modify existing processes for better output. * Standardization of process, SOP Preparation. * Automation of reports. * Creation of databases.

City Hyderabad
Country INDIA

LANGUAGES

- Telugu
- English
- Hindi

Sep 2017 - Jul 2020

Senior HR Executive

Star Hospitals

Responsibilities o Payroll & Statutory * Independently handling Payroll, Payroll Audit for about 1200 employees. * Coordination with Finance and Accounts department for monthly salary deductions and other deductions. * Maintaining Leave records of employees in various positions. * Adhering to statutory compliances like monthly PF, ESIC deposition, Professional Tax submission. * Preparation of bonus, leave encashment reports and coordinating with accounts department for the disbursement of the same. * Full and final settlement * Processing Gratuity for the Eligible Employees and Submission to Finance and Accounts Department for Payments with Necessary Approvals. * S&E Licence Renewal, LWF Payments. o MIS Management & HR Analysis * Preparation time office reports like Overtime report, absent report, late in coming and early out going and other reports. * Preparation of various HR MIS reports like Yearly HR budgeting, attrition calculation, manpower analysis, Actuarial Valuation Reports Etc. * Maintaining Confidential Data - Appraisal Data, Pay sheets, Bank Account Details Etc. * Maintaining Employee Promotion, Mid-Increment, Internal Transfers, Allowances, Deductions (Grooming, Office Asset Recovery, Vaccination, Insurance Premium, Hostel) & Hold Salary Data Etc. o HRMS * Addition / Updating / Separations in HRMS. * Ensure that Employee Data is updated timely. * Defining Salary Structure, Assigning Grades and levels. * Assigning Rostering Area & HOD for Employees According to their Location. * Updating Leaves & Approving Leaves on Daily Basis. * Running Payroll. o Employee Relations * Handling grievance related to payroll, PF, Attendance, HR Policies, Leave Details, timesheets Etc. * Handling various employee Benefits like Marriage Benefits, Best employee Awards, Funeral Expenses, Salary Advances Etc. * Training and Bringing Awareness of Changes in Organization Wide policies And HR policies. o Business Intelligence * Patient Wise Human Resource Cost. * Defining process, Modify existing processes for better output. * Standardization of process, SOP Preparation. * Automation of reports. * Creation of databases.

Feb 2016 - Sep 2017

Analyst

OPTUM GLOBAL SOLUTIONS

Disputes , Appeals & grievances.

Oct 2015 - Feb 2016

Management Trainee

Heritage Foods

HR Executive

Mar 2008 - Jul 2010

Tele Caller

Rajsoft Solutions Pvt Ltd

INBOUND CALLS FROM PROVIDERS.

Projects

30 Days

EMPLOYEE SATISFACTION

CONDUCTED SURVEY ON LANCO EMPLOYEES REGARDING THEIR SATISFACTION OF JOB IN LANCO

31 Days

TALENT ACQUISITION

worked 30 days with reliance jio infocomm talent acquisitions team

COURSES & CERTIFICATIONS

- BA VFX
- Change Management Foundations
- Six sigma Black Belt
- Tableau
- Business Intelligence Specialist
- Smartsheet Essential
- Career Essentials in Business Analysis by Microsoft and LinkedIn
- Power BI Desktop