

DURGA PRIYA.M

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SUMMARY OF SKILLS & EXPERIENCE

- Overall experience of about 8 years in HR & Administration
- Practical person with strong interpersonal, communication and management skills, solution based approach to problems and urges to strive for excellence in all endeavors.

EMPLOYMENT HISTORY

Worked with Universal Sompo General Insurance Company as consultant in HR & Administration department since 16th NOV, 2013 to 31st DEC,2020.

- *HR - Assisting in Day to Day HR activities to the regional HR Team.*

Key Responsibilities:

- Data Collection
- Data Maintenance
- MIS (Management Information System)
- On boarding of employees organizing training, Exit formalities.
- Collection of Attendance data.

➤ Key Responsibilities:

➤ Administration

- Day-to-day facility management for routine procurements and services. Vendor payments, new vendor tie-ups, negotiations, management.
- Procurement (Other than IT assets), Office Supplies & Stationary, Office Utilities (Telecommunication, Electricity, etc.) Housekeeping and security, Conference arrangements.
- To perform fixed assets verification as per Fixed Asset Policy at regular intervals to ensure FA register as required by F&A are kept updated at all times.
- Maintain uniformity of cost for housekeeping and security personnel as per the class of cities
- Approving and Maintaining of ERMS System for Employees conveyance reimbursement (Expenses reimbursement Management System)

➤ **Initiatives and Achievements:**

- Successful implementation of online system based applications in employee reimbursement system and human resource management system across south zone employees.
- Drive down Admin cost by 80%
- Reduced travel related expenses like hotel, air travel, car hire, transportation and conveyance by 45%.
- Empaneled sufficient local vendors for each type of procurements and services and ensured work allocation to all to reduce dependencies achieve operational efficiencies and derive local cost advantages, etc.

Worked with Computer Software Educational College 2011- 2012

➤ **Key Responsibilities:**

- Started as a Faculty, Handling Programming languages like C,C++,JAVA,UNIX
- Handled various recruitment based needs and assignments as per the organizational requirements.
- Organized various Training programs and conducted training sessions on software skills and personality development programs
- Handled administrative operations and responsibilities of maintaining office discipline.

EDUCATIONAL QUALIFICATIONS

- B.COM – Bachelors of Commerce
- Diploma in Information Science and Technology (Board of Technical Education)
- Software's Covered: C,C++,JAVA Programming, Web designing in HTML Language
- SSLC from St. Joseph's Convent (K.S.E.E.B)

INTERNSHIP TRAINING

- **Undergone training in HAL (Hindustan Aeronautics Limited) in Helicopter MRO Division for the period of 12 months.**

PERSONAL DETAILS:

- Date of Birth : 10th Sept 1992
- Father's Name: : Mr. Mani Segaran R
- Linguistic Skills : English, Kannada,Hindi, Telugu & Tamil
- Hobbies : Reading and Internet Encyclopedia