

RESUME

Suddala.Uma
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Career Objective

Human Resources Professional seeking an opportunity wherein my professional experience and education will contribute to growth of the Organization and self. I seek new challenges in my job to mould myself as better worthy.

Professional Summary

- As a HR professional, having about 8 years of experience in the field of HR with good communication skills and interpersonal skills.
- Experienced in Operations HR i.e. Recruitment process, Time office management, Payroll process, Performance management, Training & Development, Employee welfare and benefits, Statutory Compliance, Employee engagement, Man power planning, General administration.

Professional Experience

Current Employer:

Company : Symed Labs Limited
Industry : Pharmaceuticals
Location : Hyderabad
Designation :Sr Executive-HR
Period : 25-06-2014 to till date.

Roles & Responsibilities

Time office Administration:

- Monitoring daily attendance process & leave management system (LMS) for all employees
- Granting & Checking leave balances for employees.
- Taking Employees joining activities like taking the thumb impression, explaining the policies related to time office.
- Entering new employee's data in PACE (attendance software) and Bio-metric machines.
- Regular follow up with employees for regularization of their attendance.
- Monitoring employees over time & Monthly roster generation / Shift allocation.
- Addressing the corporate employees queries on Leave management & Biometric access.
- Validating OT Quota's, Permissions, OD's, leaves as per the policy, etc...
- Checking & Maintaining of Overtime, late coming reports, early going report and absenteeism reports of employees.

Recruitment:

- Sourcing and screenings profiles from portals.
- Conducting preliminary telephonic interviews then after scheduling face to face interviews with hiring managers and site HR.
- Sending them for pre-employment medical checkup and ensuring timely & smooth joining by successfully

completing the pre-joining formalities.

- The post talent acquisition formalities completion on time to guide and settle new joiner like Time office, Policy sensitization, Business tools follow-up.
- Documentation and maintaining personal files.
- Providing great customer service while answering questions and providing update status regarding any pre-employment onboarding.

Statutory Compliance:

- Handling Employee PF and ESI
- Handling PF and ESIC Entry Procedures.
- Solving Queries relating to PF, ESI with the coordination of corporate representatives.
- Upload the ESI, PF data for eligibility employees on every month

Training & Development:

- Coordinating the External and internal trainings as per Training Calendar
- Calender for the training sessions.
- Taking the Feedback from the participants and send it to the concerns

Performance Management:

- Assisting to Site-HR Head to ensure smooth, efficient and timely completion of the entire PMS cycle i.e. objective setting, mid-year review & annual performance appraisal.

Employee Engagement:

- Supporting to conduct social festivals like Dasara, Women's Day celebrations and Annual Day celebrations.
- Involving in execution of Corporate Social Responsibility like Blood camp, Health Talk.

Medicclaim's Process:

- Distributing of health insurance cards to all employees.
- Follow up the Annual Medical Checkup for employee

Exit Formalities :

- One point contact for all resigned employees
- Conducted the Exit Interview and Exit Formalities

Payroll:

- Consolidation of Payroll with all inputs like Collection of attendance, leaves, new hires, employee information changes, Loans, Advances and Reimbursements etc. as per Pay Roll Advice Format.
- Checking entire salary sheet and providing salary/wage to employees after carrying out necessary deductions
- Salary statement generation and coordinating with bank for disbursing the salaries.
- Employee Pay slips generation & Distribution.
- Addressing employee queries regarding Payroll, Attendance, HR Policies, Leave Details and timesheets etc.
- On bord work joining formalities and F&F Settlement for employees.
- Maintain the Employees mater data.
- ESI,PF Creation for employees in portal.
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Administration:

- Managing housekeeping and security personnel.
- Taking care of company infrastructure and premises

- Processing ID cards and visiting cards.
- Approving for reimbursement amounts.
- Organization of meetings ensure necessary arrangements.

Education

- B.Sc (MPC) from Kakathiya.University(A.P)
- M.P.C from Bhargavi Jr.College(T.S)
- SSC from Girls High school (T.S).

Strengths

- Hardworking and dedication towards work.
- Self-confidence, punctuality.
- Quick Learner.

Technical skills

- Operating System : Windows.
- Packages : MS office, Tally, Wings.

Personal details

Full Name	:	Suddala.Uma
Father Name	:	Suddala.Bixshapathi
Date of Birth	:	22-01-1992
Gender	:	Female
Marital Status	:	UnMarried
Nationality	:	Indian
Languages Known	:	Telugu, Hindi and English
Hobbies	:	Listening to music, Cooking, Playing caram,etc

Declaration

I hereby declare that all information provided above is true to the best of my knowledge. In view of the above, I request you to be kind enough to give an opportunity to serve your esteemed organization in the capacity mentioned above, I shall be very thankful to you.

Date:

Place:

(Suddala.Uma)