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|  | **Venkata Aravindh Babu Peddisetty**  (Indian Air Force Veteran)  **Target Domain:** HR, Admin, Accounts & Security Operations | | |  | | --- | | **E-Mail**: rohitaravindh@gmail.com  **Mobile:** +91-7838906737 | |
| **PROFILE SUMMARY (Male/40 Yrs)**   * Professional with domain experience in Pay roll, People & Project management, Accounting operations, Internal Audit, Risk & Controls Assessment/testing and Process Reviews across diverse industries - Military, Manufacturing, Education, Banking and other service sectors over a cumulative career spanning 22 years & 8 months. * Extensive experience in Full Life Cycle of HR, Pay Accounts, Executing Projects within time, Budget & Quality Parameters, Tax compliance & Complete Office Administration * Extensive exposure in Interviewing & Assessing the People and Pay & Equipment Accounting * Strategy architect credited with implementation of innovative path-breaking HR initiatives to streamline processes & capitalize on organizational growth opportunities * Contributed in setting benchmarks of best people practices, developed strong pipeline of leaders * Outstandingly skillful in steering the end-to-end HR processes at different levels in a matrix structure and ensuring risk & compliance for the business * Excellent track record of driving initiatives on continuous workforce development, integrating workforce development with process improvement and establishing a culture of excellence * Provided Strategic & Operational Leadership in driving large workforce and confidently contributing to the strategic HR agenda by crafting robust performance management frameworks and driving culture change   **KNOWLEDGE PURVIEW**   * **Administration** -Performing day-to-day general office administration and provisioning of employee amenities. * **Internal Audit** – Performing audits for man, material and work related internal system audit for better understanding of growth. * **Asset Management** - Ensuring inventory items are listed in the stock register and updating new asset number with serial no, year of purchasing and making of the company on the various items as per the company on the monthly basis. * **Stock Maintenance** – Maintaining Consumption record of stationery, housekeeping, and office maintenance materials. * **Organizing** - Fire Drills, maintaining records, coordinate with the staff, training, labour relations and employee welfare. * **Contributing** - Part of background verification team, employee data maintenance responding and resolving all employee queries on time with no comprise on quality * **Security** – As a part of Indian Armed forces, well trained in security, Vigilance, Loss Prevention, Fraud Investigations and combat.   **CORE COMPETENCIES**   |  |  |  |  | | --- | --- | --- | --- | | ***HR Management***    ***People Management***      ***Organization & Culture Development***  ***Recruitment***  ***Accounting Operations*** | ***Income Tax Processing***  ***Defense & Corporate Administration***  ***Training & Performance Management***  ***Pay Roll Management***  ***Project Management*** | ***Strategic Planning***  ***Statutory Compliance***  ***Database Management***  ***Security Management***    ***Control Testing & Audit*** |  | | | | |
| **SOFT SKILLS**  **Analytical**    **Thinker**  **Communicator**  **Planner**  **Innovator**  **Collaborator** | | **EDUCATION**   |  |  | | --- | --- | |  | **MBA in HR & Data Base Management (Information Systems)** from Sikkim Manipal University in 2011  **B. Sc. in PCM** from Dr. BR Ambedkar Open University, Hyderabad in 2004 |   **CERTIFICATIONS**   * Income Tax Laws * Disaster Management Course * Intelligence & Security Course * Advanced Fire Fighting Course | |
| **CAREER TIMELINE (Recent 4 Associations)**    Wells Fargo International Solutions Pvt Ltd, Bengaluru  Indian Air Force  Nagarjuna College of Engineering, Bengaluru  Legion Energy, Doddaballapur, Bengaluru  **Dec 2020 Sep 2021**  **Nov 2019 Nov 2020**  **Nov 2021 Till Date**  **Dec 1999 Dec 2019**  2009-2011 | | | |
| **WORK EXPERIENCE**  1. **Wells Fargo International Solutions Pvt Ltd** - **Financial Controls Associate**, Enterprise Controls & Oversight Team **(Nov’21 - till date)**   * Evaluated key controls under various business processes including Operational Risk, Corporate Risk and Corporate Treasury as required by the COSO Framework – Assessed/Tested design and operating effectiveness of the controls, collaborated with US counterparts and Line of Business. * Review financial controls under a key business process – Responsible for timely completion of controls assessment, walkthroughs, liaising between the process owners and team, reviewing the work papers, finalizing recommendations and observations. * Gained hands on key aspects to be considered while reviewing controls, sampling methodology and risk control matrix. * Gained hands-on experience in SHRP (Shared Risk Platform) – a repository tool for all the controls and risks. * Active member of enterprise wide ‘Risk Pillar’ team – an initiative to spread risk awareness among financial controllers group and controls / governance oversight team.   2. **Nagarjuna College of Engineering and Technology, Devanahalli** -  **Campus Administrator** **(Dec’20 – Sep’21)**   * Chief In-Charge of Administration for departments of Maintenance, Security, Infrastructure, Transport, Hostel & Student welfare. * Manage budgets, logistics and events or meetings. Handle scheduling, record-keeping and reporting. * Ensure the College complies with relevant laws and regulations. Develop and run educational programs. Hire and train staff. * Counsel students when needed, resolve conflicts and other issues. Communicate with parents, regulatory bodies and the public. * Implement actions that improve the college and the quality of education (e.g. building renovations, new guidelines for students, new subjects). Help shape and uphold the vision of the Institute.   3. **Legion Energy Pvt Ltd, Doddaballapur - HR Manager** for HR, Admin, Recruitment & Accounts **(Nov’19 – Nov’20)**   * Contributing as In-Charge of middle management group, coordinating with management & employees by managing questions, interpreting & administering contracts and resolving work-related problems * Recruitment, coordinating with personnel, offering training, Implementing Policies and managing labour relation activities. * Acting as In-charge of Human Resources Management, liable for discipline in the organization by keeping a tight control of the Staff, Workers, Security and House Keeping personnel * Offering all the basic need of HR & Data management and proficient in giving valuable decision and taking the feedback from the employees.   Hanging Medal Images | Free Vectors, Stock Photos & PSD | Page 2 **MILITARY EXPERIENCE**  4. **Indian Air Force - SERGEANT (Senior Non Commissioned Officer), Strategic Forces (GARUD) (Dec’1999 – Dec’2019)**   * **Senior Non Commissioned Officer (Oct’07 – Dec’19)** * In-Charge for Quick Response Team, HR, Admin & Accounting Software - Air Base, Lucknow. * Administrator for Data Base Management, Income Tax Info & Queries. Qualified Para Motor Instructor, Member of IAF Sky Diving Team – Dte of Adventure, Air HQ (Vayu Bhavan), New Delhi. * In-Charge of Data Base Management System for New Software (UPAS). Qualified Para Sailing Instructor, Member of IAF Paragliding Team – Air Base Yelahanka, Bengaluru. * **Junior Non-Commissioned Officer (Jun’01 – Sep’07)** * Operational & Strategic Force (Garud) – Air Base, Naliya, Gujarat. * Team Member in Implementation of Computerized Work for Air Veterans. * **Leading Aircraftsmen** **(Jan’01 - May’01)** * International Team for Guard of Honour -Team of Air Warriors for Arms Presentation to Diplomats from Foreign Nations at Rastrapati Bhavan, New Delhi. * **Major Responsibilities** * Performed effective duties with **Intelligence & Liaison Departments.** * Member of **Disaster Management Program** * **Trainer** for **Quick Reaction Team** for security and Arms Duties * **Active volunteer** for **search and relief operations** around the country * **Senior Instructor** for **Aero & Land Adventure sports**   Trophy | Great PowerPoint ClipArt for Presentations - PresenterMedia.com **SIGNIFICANT**  **ACCOMPLISHMENTS**   * **Conferred in Military Service** * 2009 - Commendation by Air Officer Commanding. * 2012 & 2016 - Best Air Warrior Award. * 2013 All Rounder Aero Sport Adventure Instructor. * 2017 Motivational Performer of the Year. * Contributed in several Flood Relief/Search & Rescue operations. * **(Apr - Jun 2020) Legion Energy - Best Employee for operational skills performed in COVID-19 situation.**   **Z:\Approved_ResDev_Repository\Formats\Visual Resume Formats 2015-16\Icons\workexperience24x24icons.png PROJECTS**  **Title: Data Base Management Project for Implementation of New Pay Software**   * Contributed as: * In-charge for Data Census Management for new Pay Roll software in IAF known as Unit Pay Accounting Software. * Team Leader for collection of data from sources and supply the same to Organization online. * Performed data management for 1.4 lac employees with wide support. Completed project target well before deadlines. | | | |
| **PERSONAL DETAILS**  **Date of Birth:** 12th April 1982  **Languages Known:** Hindi, Telugu, English and Kannada  **Address:** Door No. 10021, 2nd Floor, Prestige Royale Gardens, Doddaballapur Main Road, Bengaluru - 560064 | | | |