##### GEETHA KUMARI VADLA

 +091-**9848555580** ****[*geetha.vishwakarma@gmail.com*](mailto:geetha.vishwakarma@gmail.com)

*Aiming for a challenging Human Resource Assignment with a leading organization to focus my abilities so as to work towards achievement of the company’s goal and alongside strengthen my skill and learning.*

**PROFILE SUMMARY**

* Human Resource Management with **12 years** of experience in Recruitment in IT & Non IT, Training & Development, Performance Management, Grievance Handling, Payroll, Statutory-Labour Compliances, Compensation-Benefits and employee engagement.
* Hands on experience on Labour Laws and Statutory Compliances.
* Fundamental knowledge on Performance Management and Employee Relations.
* Adept in building relationship to keep my subordinates and peers contribute.
* Exceptionally well organized with a track record that demonstrates self-motivation, creativity and initiatives to achieve both personal and corporate goals.
* Hands of Experience with Microsoft Excel, Word, Power Point Outlook& web browsing.

**TEAM EXCELLENCE**

* Influencing, Leading, motivating, training and monitoring performance of team members for maintaining excellence in service delivery
* Formulating and reviewing training strategy and determining appropriate instruction methods; evaluating effectiveness of capability development programs
* Creating and fostering a healthy environment which facilitates high performance of team member’s accomplishments of organizational goals

**PROFESSIONAL SYNOPSIS**

* Human Resource Management with 10 years of experience in Recruitment, Training & Development, Performance Management, Grievance Handling, Payroll, Statutory-Labour Compliances, Compensation-Benefits and employee engagement.
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**THE WEALTH OF EXPERTISEENTAILS:**

* **Recruitment**
* **Orientation & On boarding**
* **Grievance Handling**
* **Training & Development**
* **Disciplinary Procedures**
* **HR Policies & Procedures**
* **HR MIS Database Administration**
* **Performance Management**
* **Payroll Processing**
* **Analyzing Attrition rate**
* **Employee Benefits**
* **Attendance & Leave Management**
* **Statutory Compliances & Labour Laws**

**ACADEMIC DETAILS**

* MBA-HR from Osmania

University, Hyderabad.

**PERSONAL DETAILS**

* **Date of Birth:** 11th Apr,1988
* **Languages Known:** English, Hindi and Telugu

**WORK EXPERIENCE**

* Worked for Matrix Sea Foods Pvt Ltd as Recruiting Manager from June 2022 to Nov 2022.
* Worked for NFC Solutions Pvt Ltd as Senior HR Executive from Sep 2019 to Aug 2021.
* Worked for Terra Firma Projects Pvt. Ltd as Senior HR Executive from March 2019 to August 2019.
* Worked for M/S.PCS Securities as HR Manager Since May’2011 to January 2017.
* Worked for M/S. Aster Teleservices Pvt. Ltd (Transmission & Distribution) as HR Executive at Hyderabad from 20th Oct-2006 to 24th Apr 2010.

**ROLES & RESPONSIBILITES PERFORMED**

Provided the full spectrum of HR support to the areas assigned.

* + ***Recruitment:***
* Familiar in identifying the skill set at all levels and in headhunting for the suitable one.
* Searching the database/job site to source the required manpower.
* Speaking/Emailing the screened/short-listed candidates and checking their availability and interests.
* Coordinate interviews efficiently and make the event happen.
* Responsible for the entire recruitment process starting from maintaining a resume data bank to screening the candidate, salary negotiations, and issuing offer and appointment letters and deployments.
  + ***Training & development:***
* Identifying training needs and preparing monthly / annual training plans.
* Organizing internal training programs and getting feedback from employees.
* Taking awareness classes on benefits available with PF, ESI, Labor welfare fund, Safety measures & and personal grooming.
  + ***Performance Management:***
* Data preparation on the annual appraisal process.
* Data analysis by appraisal forms and preparing performance MIS reports.
* Distributing and documentation of annual appraisal letters in the personal files of employees.
* Analyzing, Scheduling, and monitoring performance reviews and trainee confirmation reviews.
  + ***Payroll Processing:***
* Processing monthly salaries, attendance, leaves, new hires, and employee information changes, Loans, Advances, Payments, and Reimbursements.
* Verification of data & final payroll processing.
* Pre-auditing the Payroll for zero error and Management Approval.
* Employee Pay slips generation & Disbursement statements – Bank- NEFT, RTGS, Cash, and Cheque.
* Statutory reports generation – PF, ESI, PT & organization-specific payroll-related reports.
  + ***Statutory & Labor compliance:***
* Familiar with Filing monthly of PF, ESI, PT, Minimum wages, maternity returns, and all other statutory licenses.
* Familiar with all Liaison work with Government departments.
* ESIC and PF online generation of TIC, Filing / Uploading monthly contributions, generating online challans/payments, Updating IP details and the database.
* Familiar with the renewal of licenses within the time limits.
  + ***HR MIS***
* Maintaining of monthly HR MIS and presenting it to the senior management.
* Updating the Employee Database on regular basis.
* Prepare the monthly Budget based upon Manpower Planning and presenting it for approval.
  + ***Employee Engagement***
* Responsible for designing, implementing & maintain Employee reward management program.
* Handling & resolving all employee grievances in the Organization.
* Responsible for career planning & counseling and motivating employees
* Organize Birthday celebrations, Games and events on special Occasions.
  + ***Other HR Activities***
* Inducting the new joiners, over view the organization structure with PPT presentation.
* Explaining the salary details, organization policies, and core value of company to the job incumbents.
* Redressing the grievances related to Salary’s-incentives, Mediclaim, Term policy, Accidental policy, PF, ESI etc.
* Issuing Show cause notices, Warning letters, Memos, Termination letters for the concern staff and asking for their explanation.
* Conducting Exit interviews, Employee Final Settlements, relieving procedures and employee coordination.
* Handling general administrative related work.



Fathers Name : V Sudershan

Date of Birth : 11th April 1988

Nationality : Indian

Languages known : English, Telugu,Hindi.

Marital Status : Married

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Email : [geetha.vishwakarma@gmail.com](mailto:geetha.vishwakarma@gmail.com)

DECLARATION:

I hereby declare that the information furnished above is true to the best of my knowledge.

Date:-

Place : Hyderabad V Geetha Kumari