

K.SAI KIRAN

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Hyderabad –500051.

CAREER OBJECTIVE

Seeking for a challenging Human Resource profile to deliver best of my skills and make best use of my efforts in gaining experience and focus on my abilities so as to work towards achievement of the company's goal.

KEY SKILLS

- Quick Learner
- Energetic and cheerful
- Ability to multitask according to situation
- Team player
- Strong Interpersonal Skills
- Good Problem solving and leadership skills

EDUCATIONAL QUALIFICATIONS

- PGDM from ICBM – School of Business Excellence (2014).
- Bachelor's Degree in Catering Technology & Culinary Arts from Culinary Academy of India (2008-2011).
- Intermediate in Hotel Operations (Vocational Course) from Units Vocational Junior College (2008).
- S.S.C from Vignan High School in (2006).

TECHNICAL QUALIFICATIONS

- M.S Office (Word, PowerPoint , Excel)
- Open Office
- Operating system.

WORK EXPERIENCE

Organization: DELHIVERY

Tenure: Dec 2013 to till date.

Position: Sr.Human Resource Executive – Telangana & AP (Regional HR)

1. RECRUITMENT AND SELECTION:

1. Leading the recruitment team in hiring process and maintain accurate and timely records in the management like joining and exit formalities.
2. Identify the sources of recruitment and plan the recruitment process according to the budget.
3. Manage recruitment through all portals, paper adds and campus recruitments.
4. Responsible for screening and short listing the candidates as per requirements.
5. Scheduling the interviews and regular coordination, follow up with senior management and candidates till the closures.
6. Conducting the pre employment checks for preferred candidates in a timely manner.
7. Managing the HRIS database and maintaining them up to date.

2. TRAINING AND DEVELOPMENT:

1. Planning and conducting new employee orientation, induction and explain the policies and procedures of the organization.
2. Conducting the training and development programs for the employees.
3. Identify the training needs.
4. Preparing the training Calendar by coordinating with the top management and line heads.
5. Coordinate with the internal and external professional trainers for training delivery.
6. Conducting pre training and post training tests.

3. PAYROLL MANAGEMENT:

1. Managing the Payroll of Onroll and Offroll employees.
2. Addressing the employee grievances related to payroll.
3. Explaining the salary structure to the newly joined employees about Basic, HRA,PF,ESI,bonus,Professional tax and allowances.
4. Maintaining the detailed record of the turnover ratio.
5. Maintaining the attendance and leave records.
6. Processing the reimbursement requests as required.

4. PERFORMANCE MANAGEMENT:

1. Giving the presentation to the employees on appraisal process.
2. Collecting the relevant forms and discuss with the senior heads regarding the increments and appraisal ratings.
3. Handling the queries of the employees regarding the appraisals.
4. Assisting in the implementation of performance improvement plan.
5. Evaluating the performance of the employees and assist the top management in the training programs.
6. Proper coordination with the employees as well as managers for the disciplinary matters.
7. Conducting the surveys for the feedback from the employees.

5. EMPLOYEE ENGAGEMENT ACTIVITIES:

1. Conduct employee referral programs.
2. Conduct Birthday celebrations, Floor activities, Festival celebrations, Employee of the month and Team Outing on a regular basis.
3. Assists in decorating and posting all the necessary information in the notice board.

Apart from all the above duties all statutory compliances are handled like Shop and Establishments, Trade License and Rental agreements.

Organization: AVASA

Tenure: Jun 2011 – Jul 2012

Position: Hotel Operation Trainee

ROLES & RESPONSIBILITIES:

- Coordinated with HR and Executive Chef for recruiting.
- Organized kitchen, for various cuisine like North Indian, South Indian, Pastry and confectionery.
- Prepared purchase order for Food Production department, ensure timely procurement through purchase department.
- Allocated the work to the team based on the events.

INDUSTRIAL TRAINING:

The Westin, Hyderabad – 4 months.

- Worked in Food Production, Front Office, Food & Beverage services.
- Exposure to live counters and Interacting with VIP guests.
- Efforts were appreciated by superiors through “Cash prize” and “Well-done cards”.

PROJECT DETAILS

Name of the Company: Hyderabad Industries Limited (HIL).

Project title: A study on designing the training manual and post training opinion survey.

Duration: 2 Months.

TRAININGS AND SEMINARS

- Attended various Outdoor activities at Taj Banjara, Taj Krishna, Taj Deccan, Ista & ITC Kakatiya.
- Attended a workshop on Exotic Cakes & Toon Decoration by Chef N.S.N.Murthy & Chef Chandra shekar of Rich Graviss Pvt.Ltd.
- Participated in a week workshop on "Personality Development".

- Participated in an event of F1 Grand Prix 2010 in “Abu Dhabi” as a volunteer.
- Assisted the Flood victims in Oct’ 2009 by provision of food – played the role of a “coordinator”.

ACHIEVEMENTS

- Promoted to supervisor position {demi – chef – de – partie (DCDP)}.
- Completed IT Course from NIIT@ School.
- Won Silver Medal in Cricket in Inter College Sports meet.
- Won 1st prize in competition conducted by Quantum Global School of business for presentation on “NAVEEN KETHI” a business plan on cultivation in hilly areas of Uttarakhand.
- Worked as a team player in Organization team for PRAYAS a social event conducted for Global Warming in ICBM-SBE.

PERSONAL PROFILE

Name : K. Sai Kiran
Father's Name : K.Chandra Sekhar
Date of birth : 22 Feb, 1990
Nationality : Indian
Religion : Hindu
Languages known : English, Hindi, Telugu
Hobbies : Cooking

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

Date:
Place: Hyderabad

SAIKIRAN

