**C.V. OF MR.TONANGI NAGESWARA RAO**

**DATE OF BIRTH … 5TH AUGUST 1959**

**ADDRESS FOR COMMUNICATION**

**T. NAGESWARA RAO**

**NEAR JAYGURU MANDIR**

**RAMAKRISHNA NAGAR**

**RAYAGADA 765001**

**DIST RAYAGADA [ODISHA]**

**Email ID… [nageshshiridi@gmail.com](mailto:nageshshiridi@gmail.com)**

**Contact No.9438453392**

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| --- | --- | --- | --- | --- |
| **B.A.**  **1984** | **Economics** | **Berhampur**  **University**  **Berhampur** | **42%** | **3RD**  **Divn.** |
| **Pg.dip.HRD**  **[2 yrs.course]** | **HR subjects** | **National Institute of**  **HRD,Calcutta** | **78%** | **1st Class with Dtn.** |
| **M.B.A.**  **1986-89**  **[3 years course]** | **IRPM and**  **Marketing** | **International Institute of Management and Sciences, Calcutta** | **82%** | **A Grade.** |
| **Pg.Dip.Maintenance Management**  **1990-95**  **[5.5 years course = BE[ Mech]** | **All Relevant Training**  **subjects** | **Institute of**  **Maintenance Management Education,**  **New Delhi** | **83%** | **Ist Class with Distinction.** |

Experience in and as….

***PREVIOUS EXMPLOYER***

***SAHU GASES LIMITED, RAYAGADA [Manufacturers of Industrial Gases namely Oxygen and Dissolved Acetylene gases]***

***Importers of cylinders from Japan and Czekhoslovakia]***

***2] FERRO MANGANESE PLANTS, RAYAGADA***

**ROLE PERFORMED AS**

***GENERAL MANAGER [ WORKS/HR/IR AND ADMN]***

***PERIOD FROM 1987 TO 2004***

**PRESENT COMPANIES UNDER MY CONTROL**

**PRESENT ROLE …CHIEF EXECUTIVE OFFICER**

**PREVIOUS ROLE… VICE PRESIDENT [WORKS/HR/IR AND ADMN]**

***1] SATYAM PACKERS AND PROCESSORS PVT LTD, RAYAGDA***

***CORRUGATED BOXES AND PRINTING AND LAMINATION WRAPPER AND***

***FLEXIBLE food PACKAING POUCHES***] **[IMPORTERS AND EXPORTERS]**

**2*] SATYAM HEAVY ENGINEERING WORKS, RAYAGADA.***

***3] SATYAM BUSINESS SCHOOL OF MANAGEMENT, RAYAGADA***

***4] SATYAM ROADS AND BUILDINGS, RAYAGADA.***

***5] HINDUSTAN AUTOMOBILES, RAYAGADA.***

***EXTRA CURRICULAR ACTIVITIES***

Served as PRESIDENT at MAHATMA GANDHI YOUTH ASSOCIATION AND CLUB.

***FROM 2004 TO TILL DATE***

**TOTAL EXPERIENCED…. 30 YEARS**

**JOB PROFILE….. STORES**

**Materials Management:**

**Taking Responsibilities of fully Computerized & ERP Procurement. Showing of Requisitions/Purchase Order/GRN / Issues/ sales/ Stock Verification/ Physical Inspection, Stacking,   
Monitoring the Employee activities of various Site Store   
Staff requirement & ERP training class in head office and presentation of standard origination procedures and company policies.  
Close Monitoring the transaction of Bulk Materials   
Maintaining Minimum & Maximum Level of Critical & Fast Moving Items,**

**Maintaining and Monitoring all types of material inventory in ERP**

**Ensure the quality & quantity of material purchase at site.**

**Creating different reports as required by Management.**

**Receiving of MIS from the project stores on various aspects.**

**Collection of Physical verification of all material from sites by monthly.**

**Internal audit queries rectification and explanations to Management  
Taking care as inventory controllers, of Assets, inter site stock andAsset transfer, transfer or disposal of Non moving items.**

**Accounting of scrap items for disposal.  
Co-ordination with Purchase, Commercial Department and Supplier.**

**Monitoring the Document(GRN/MIN/STN/GP/ASSETS Under stores /) generating status as per Policy.**

**Identification of shortage or surplus of staff and taking care of the transfer of the staff.**

**Preparation of layout of stores for storage of material as per nature**

**Monitoring the Scrap Policy and its implementation (getting Scrap declaration, raising sale Indent, Delivery Order, Buyer Comparison Statement, etc.)  
Inventory-level Fixation  
Monitoring of slow / non-moving inventory**

**Inter-store Transfer**

**Material Storage**

**Issue of Returnable Tools**

**Return to Vendor**

**Project Returns  
Heading the Job of Internal Auditor- ISO-9001-2008, 19011-2011**

**Visiting to Project Site, looking after the follow up of stores process,**

**Objective and inspection of documents As per ISO-9001 Forwarding of audit report to Top management, defining of process and its implementation.   
  
Closing Stock Statement -- Monthly.**

**Statement of Dead Stock – Monthly**

**Scrap generated and sold Statement – Monthly**

**Inter site / Inter Dept. Reconciliation Statements. – Monthly**

**Pending Returnable Goods Statements -- Monthly.**

**Physical verification statement – Monthly**

**PURCHASES**

**Implementing procurement strategy and policies**

**Forecasting procurement needs**

**Continually developing expertise to support growth for new projects**

**Monitor ing macro trends in supplier, price and technologies**

**To Build and develop relationships with key suppliers**

**Leading the procurement group in all phases**

**Preparing purchase requisitions, approve and issues purchase orders in accordance with company policy and negotiated terms and conditions**

**Helping to lower the cost and secure agreements**

**Liaisoning with Accounts Payable Department to ensure accurate and timely payment of invoices, as necessary for the business with the supplier**

**To assess the Supplier risk assessment**

**Supporting the plant material team on quality, cost and delivery**

**Setting inventory targets**

**Hawk eye on timely delivery of the materials at our site.**

## LOGISTICS

**1. Develop route plan from warehouse to clients for maximizing truck load movement.   
2. Inventory management.  
3. Transportation management for truck loads.  
4. Daily monitoring of stock transfers   
5. Negotiate freight rates with transporters for movement of sto**

**6. Legal compliance related to transportation.  
7. Manpower planning in consultation with Human Resources team.**

**Responsibilities and Duties I am performing in my Unit.**

**AS EXECUTIVE ASSISTANT TO MANAGING DIRECTOR  
· Preparing financial statements, reports, memos, invoices letters, and other documents.  
· Coordinating executive communications, including taking calls, responding to emails and interfacing with clients.  
· Handling basic bookkeeping tasks.  
· Filing and retrieving corporate records, documents, and reports.  
· Researching and conducting data to prepare documents for review and presentation by boards of directors, committees, and executives.  
· Helping prepare for meetings.  
· Accurately recording minutes from meetings.  
· Greeting visitors and deciding if they should be able to meet with executives.  
· Using various software, including word processing, spreadsheets, databases, and presentation software.  
· Develop and sustain a level of professionalism among staff and clientele  
· Reading and analyzing incoming memos, submissions, and distributing them as needed.  
· Schedule meetings and appointments and manage travel itineraries  
· Performing office duties that include ordering supplies and managing a records database.  
· Experience as a virtual assistant.  
· Opening, sorting and distributing incoming faxes, emails, and other correspondence.  
· Provide general administrative support.**  
Key Skills…. I got

* **Proven experience as an executive assistant or other relevant administrative support experience.**
* **Upholding a strict level of confidentiality.**
* **Well versed with Shorthand typing.**
* **Ability to organize a daily workload by priorities.**
* **Meeting deadlines in a fast-paced quickly changing environment.**
* **Good skill in proactive approach to problem-solving with strong decision-making skills.**
* **Professional level verbal and written communications skills.**
* **Immediate Joiners are most welcome**
* **Only male candidate can apply.**
* **AS ADMINISTRATIVE HEAD AT BUSINESS SCHOOL**
* **1. Developing innovative strategies and logistics in academic administration functions.**
* **2. Developing academic programs and activities for students.**
* **3. Keeping abreast of advanced developments in academic issues, methodologies and technologies.**
* **4. Maintaining the highest standards in academic administration activities and functions.**
* **5. Maximizing efficiency of administrative processes by completing paperwork in a timely manner and ensuring proper filing of every document.**
* **6. Optimizing site processes to ensure high team performance.**
* **7. Working with team members to increase individual performance and set realistic improvement goals.**
* **8. Determining the areas of improvement for cost control and initiate changes.**
* **9. Reduce expenses by minimizing waste and allocating staff levels correctly.**
* **10. Defining employee functions and keep individuals of task.**
* **11. Implementing safety policies to reduce or eliminate incidents.**
* **12. Assisting school management in establishing policies and procedures for the smooth functioning of the Administration domains like Transport, Security, Vendor Management, Asset and Inventory Control, Finance and Accounts, HR and related policies and benefits, Academic pedagogy and future strategy, Legal, Estate and Maintenance management, stores purchase, contract services, facilities, community welfare etc.**

**2] AS VICE PRESIDNT OPERATIONS**

**Working with other top-tier executives to oversee the operations of companies and organizations across a variety of industries, such as banking, healthcare, marketing, advertising, information technology, and government. Establishing new business contacts, interact with clients, and recruit employees. Developing strategic marketing and sales plans to boost profits and efficiency. Coordinating the efforts of various departments, such as legal, finance, marketing, and sales, to meet company goals.Overseeing other managers or department heads, and reporting to top executives and boards of directors.**

**As the senior level in Finance department, my role is mostly the client development. I am likely be the one with the senior level company relationships (CEO, CFO, head of Corporate Development) and is typically responsible for spearheading marketing efforts.**

**FULL PROFILE OF JOB I AM PERFORMING**

**Co-ordinating activities of various plant functions to ensure the**

**most effective utilization of resources: plant, material and**

**people.  
- Accomplishing goals of production to the highest quality standards at**

**minimum costs and specifically motivating all employees**

**towards the highest quality levels of the finished product.**

**- Continuously reviewing plant process, methods, procedures and**

**efficiencies and ensuring that modifications to equipment,**

**process, methods and procedures in accordance with**

**corporate standards and safety standards.**

**- Continuously striving hard for improvements in material utilisation,**

**reduction of spoilage, cost reduction and process improvement**

**program.**

**- Making sure that safety within the entire operation is kept the**

**highest standards.**

**- Providing Management reporting. (daily, weekly, monthly and annually.**

**- Co-ordinating , plan, evaluate and provide training for all**

**subordinates.**

**- Daily production meetings.**

**- Monthly team members and/or employee meetings.**

**- Working with the sales, production control to achieve customer**

**and plant goals/requirements.**

**- Determining the goals of the Department in accordance with**

**Company**

**- Strategic Plan and Goal; and communicates it with the**

**employees in the Department.**

**- Creation of and delivery against annual budget Performance**

**Evaluation for the employees in the Department.**

**- Identify and put in place effective plans to develop employees**

**and monitor progress against these Promoting and providing**

**the best environment to stimulate all team members.**

**- Giving full support to every team member to make their fullest**

**contribution to ensure the maximum safety, environmental,**

**quality and production standards are met to the highest levels.**

**- Providing proper training for all team members as needed.**

**- Taking full Responsibility for meeting budget plan in production, spoilage,**

**costs and quality standards.**

**- Providing leadership for the development and direction of all**

**team members involved in the preparation and presentation of**

**formal budgets and formulation of capital expenditures.**

**- Ultimately taking full responsibility with accountability for achieving planned production**

**within agreed cost and quality standards.**

**OTHER HR IR AND ADMINISTRATIVE FUNCTIONS**

## performing in HR/IR/ER in my Organisation.

**Responsibilities**

**1. Strategy Development**

**Formulating and reevaluating HR strategies like hiring, engagement, development and retention strategy in line with overall business goals.**

**Participating in strategic business planning to foster innovation and incorporating new HR initiatives for current and future needs.**

**Studying HR trends in my group on regular basis to identify opportunities for the innovative and appropriate best HR practices and systems for the organization and execute the same.**

**Supporting Top Management in decision making and business planning through providing strategic & key information as to cultural shifts, people orientation, processes & systems changes etc.**

**Defining HR metrics and guide development of HR analytics across functions to achieve organizational level desired outcomes.**

**Devise/revising policies with regard to work culture, professional etiquettes and code of conduct and ensure right connect with overall of organizational philosophy & values.**

**2. Operational Planning & Management**

**Facilitating manpower planning process across organization and ensure its congruence with business strategy and goals.**

**Ensuring implementation and periodically review execution of succession planning, rewards programs, learning & development plan and performance evaluation mechanism; and refine/redesign processes if needed.**

**Facilitating overall HR budgeting process and ensure effective execution of activities in line with budget.**

**Continuously reviewing attrition across organization, analyze reasons and redefine retention strategy.**

**Regularly monitoring & reviewing all HR practices, suggest improvements, and guide & facilitate team in implementing suggestions for enhancing overall HR effectiveness and efficiency.**

**Reviewing findings of exit interviews and help team take corrective actions.**

**Monitoring and evaluating the engagement programs managed by the teams.**

**Overseeing the day-to-day HR activities, guide and debottleneck issues to ensure efficient working.**

**3. Program/Projects Planning & Management**

**Prioritizing and controling projects related to implementation of new HR systems, processes, programs or new cultural initiative.**

**Ensuring effective execution of transformation from people- driven to process-driven organization, with providing due people oriented insights & behavioral dynamics during the process.**

**Monitoring the performance of the new intervention & conduct review meetings of the teams from time-to-time.**

**4. Risk Management**

**Assessing and communicate risks associated with cultural changes.**

**Protect and promote image of the company.**

**Ensuring that all the legally bounded commitments to people are reviewed, understood & critically evaluated before signing / approving them to safeguard the organization from any possible risk.**

**Overseeing the timely adherence of the personnel policies and statutory compliances to safeguard the organization.**

**5. Team Management**

**ToBuild, motivate and develop teams through regular review, feedback and interactions.**

**Guide, mentor, and counsel the team in resolving their operational and career concerns.**

**Engaging self in counseling of key members of the organization getting disoriented from his/her job responsibilities or having work dissatisfaction and ensure their retention through creating alternate action plan for them.**

**Promoting a culture of high performance and continuous improvement that values learning and a commitment to quality & efficiency in operations and delivery to customers.**

**Ensuring that the attrition rate is maintained at the lowest possible level, and ensure retention of key members who are potential for succession/progression.**

**Ensuring implementation of best people practices within the team and across the organization, through regular education, intervention and exercising control.**

**Talent Acquisition & On-Boarding    
  
Defining Talent Attraction and Recruitment Strategy. This will include-**

**Annual Manpower Planning & Budgeting**

**Preparing Annual / monthly hiring plans in coordination with HR Head & other vertical heads.**

**Responsible for End to End Recruitment cycle From Sourcing to On-boarding viz Sourcing candidates across Recruitment Database, Job Portals, Social Media, Employee Referrals, Job Fairs, Campus interviews etc.**

**Arranging management interviews by coordinating schedules.**

**Implementing best cost effective recruitment strategies to attract and retain best talent in the industry.**

**Offer Management including Negotiation, Pre-Employment Medical, Reference Check, Background Verification and Relationship Management**

**The ideal candidate should have extensive experience Talent Acquisition**

**Responsible for Managing Monthly On board activities including joining formalities & Induction.**

**Recruitment MIS & dashboard**

**Performance Management System**

**Responsible to coordinate & support HR head in implementing meritocracy based PMS system. This will include**

**Preparing & Rolling out KRAs to all eligible employees (New joiners + existing employees).**

**Facilitating the Quarterly / Half yearly KRA reviews. Handle PIP cases.**

**Taking Responsibility for managing communications regarding operational issues related to PMS system to ensure at senior level (stakeholders) are fully aware of priority issues, their current status and expected closure.**

**Taking Responsibility for managing, monitoring and supporting the annual implementations of the performance management process. This includes providing rollover schedules, basic information, forms, procedures and schedules to the Unit HR and other stake holders**

**Coordinating in executing the Annual appraisal cycle. & implementing the Bell Curve**

**Employee Engagement**

**Managing all communications channels to ensure consistency and relevance, actively engage employees through structured interactions, as well as regular communications formally and informally.**

**Creating more platforms and touch-points to enhance employee communication.**

**Preparing Annual / monthly budgets of Employee Engagement activities.**

**Preparing Annual Employee Engagement Calendar (fun at work initiatives) & facilitate implementation of the same across Units.**

**Planing & executing in synchronization with the Unit HR Team & other stake holders.**

**Managing the employee communication channels, roll out town halls, periodic mailers, etc**

**Developing and administering satisfaction surveys, interviews both online as well as through phone and capture feedback from the talent groups, business managers and other stakeholders.**

**MIS & Reports**

**Monthly submission of MIS & reports related to Hiring, PMS & Employee Engagement to Group Head HR.**

**Desired Profile expert in the above mentioned KRAs**

**Having Good Communication Skills**

**Representing the HR internally**

**Aggressive, confident and polished**

**Team Player & motivator with sound interpersonal and analytical skills**

**IR / ER**

**Having Strong working knowledge of Microsoft Word, Excel**

**strong at complete gamut of Compensation & Benefit.**

**Dealing with Employees.**

**Effective Communication skills.**

**Hands on with Unions / Strikes / Lock Out / VRS**

**Monitoring Compliances.**

**Coordination with employees and insurance brokers for Mediclaim and maintaining MIS tracker of Claims (Cashless & Reimbursements), Nomination (Addition / Deletion),Mediclaim Cards, etc.**

**MIS Reports / Reviews.**

**Monitoring of Salary revision letters, Termination letters, Transfer letters and Confirmation letters.**

**Monitoring Relieving Procedures and Settlements and general administration-related work and Employee Co-ordination.**

**Processing Full and Final Settlement for exit cases.**

**Responding to employee queries, grievances over phones, mails and meetings with employees**

**HEALTH, SAFETY AND ENVIORNMENT**

**Under the law we are responsible for health and safety management. The following provides a broad outline of how the law applies to all.**

**It is our duty to protect the health, safety and welfare of their employees and other people who might be affected by their business. We must do whatever is reasonably practicable to achieve this.**

**This means making sure that workers and others are protected from anything that may cause harm, effectively controlling any risks to injury or health that could arise in the workplace.**

**We have duties under health and safety law to assess risks in the workplace. Risk assessments should be carried out that address all risks that might cause harm in your workplace.**

**We must give information about the risks in our workplace and how we are protected, also instruct and train on how to deal with the risks.**

**We must consult employees on health and safety issues. Consultation must be either direct or through a safety representative that is either elected by the workforce or appointed by a trade union.**

**COMPENSATIONS AND REWARD POLICIES  
  
Planning, designing and communicating company`s reward philosophy and strategy across organization Lead to institutionalize the key HR processes, such as Hay Job Analysis and Evaluation Integrate pay planning and budgeting process with other processes like manpower planning, talent management etc.**

**Pay Planning and Budgeting  
Co-ordinate and collaborate with other CoE areas to develop robust HR systems and processes  
Monitoring the efficiency and effectiveness of existing reward processes and identify the areas of improvements. Ensure the key reward processes such as annual compensation review, promotion is done smoothly, in time, optimizing resources and with 100% accuracy.**

**Leverage the global scale to maximize RoI on benefits offering. Create a standard framework for ONE CG**

**Market Intelligence and Networking  
  
Being Partner with external SMEs to bring in best practices knowledge.  
Ensuring the market benchmark data all the times and taking key decisions. Supervising participation in market surveys.   
Building internal reward expertise to maximize the available knowledge e.g. HR expertise in salary negotiation, survey participation etc.  
Building systems and processing to gather knowledge from every possible source having external interface e.g. talent acquisition  
  
Rewards operations & governance  
  
Providing expert advice on policy interpretation for day-to-day rewards operations  
Designing simple tools for HR business partners to run flawless rewards workflow  
Administering key reward processes like annual compensation review, variable pay, sales incentive plan, rewards grievances handling etc. by providing common framework across all geographies.  
Ensuring compliances of all reward processes internal & external  
Leading team to take appropriate actions for following completion of governance e.g. internal audit of various reward processes  
  
Performance Culture  
  
Designing and developing and implementing and administering reward programs to build pay for performance culture in the organization.  
Administering programs to recognize key talent, desired employee behaviour and contribution for raising employee motivation.  
Design and develop retention program for Future CG Leaders  
  
Performance Management  
  
Driving a performance management culture which continually seeks to raise the bar; differentiates pay for performance; rewards and recognizes key performers with upper quartile pay for upper quartile performance; and addresses those with performance shortfalls with effective partnering with C&B CoE and the Business HR organizations.**

**ADMINISTRATIVE FUNCTIONS**

**Facility Management:   
  
  
-- Receiving quotatios,  negotiating and entering into contracts with housekeeping agencies,  security services, catering services for all locations   
  
-- Monitoring the service levels  and ensure they are being maintained as per the  contract.   
  
-- Monitoring proper procedures  & processes being followed by the concerned  vendors.   
  
-- Ensuring daily  / weekly / monthly schedules and being followed and reported  to in time.   
  
-- Ensuring all  services.  
  
-- Developing, recommending, negotiating & finalizing vendors  / agencies to carry out various activities at the  office location and   
  
residential premises e.g. Turnkey  Solutions / Electrical/ Civil/ Carpentry/ Plumbing  Repairs, etc.   
  
  
  
  
Systems & Process:   
  
  
-- Preparation &  compilation of annual budget in accordance with  the contracts and specification as per the company policies. Each location will have its own phased budget for easy  monitoring subsequently taking management approval for the  same.   
  
-- Timely and  periodically monitoring of the budget and suggesting  cost savings / reduction methods in various places of the organization such as Electricity/Water/Stationery etc.,  
  
  
-- Preparation & compilation of MIS and submitting it to the reporting  authority.   
  
-- Reviewing  and updating the management regarding implementation  of company policies and recommend  changes wherever required.   
  
-- Development of  proposals, feasibility  studies and implementation plans  which will be beneficial for the better working of  the department.   
  
-- Reviewing  skill shortages, introducing training succession plans and creating and maintaining the annual training plans that is specific to the task and develop the individuals.   
  
-- To plan,  organize and control the locations operations to ensure all  services required are provided.   
  
-- Timely  reviewing the systems & policies as per market conditions and in  corporate changes as applicable.   
  
  
  
  
Repairs & Maintenance:   
  
  
-- Monitoring all the  maintenance of the office, residential premises, company guesthouses and reporting whether they  are in proper conditions or not.  
  
-- Renewing all the relevant documents before their expiry.  
  
-- Ensuring that all office  equipments are in proper working conditions and up to the  mark   
  
-- To develop and monitor  team who can get the routine work done as per  requirement.   
  
  
  
  
Property Management:   
  
-- As and when required identifying suitable company owned / leased accommodation  for the staff members or senior management.   
  
-- Organizing all issues  related to telephone, gas connection, cook, helper cable etc.  
  
-- Ensuring all documentation  is in place with regard to the agreements etc.   
  
  
  
  
Government Authorities:   
  
  
-- Liaison with all the govt  related agencies whenever required eg: RTO / Passport,  Shops & Establishment, DLO/DOI/SPCB/STO/CEX/MUNICIPALITIES/ELECTRICITY BOARDS/**

**PHD/PWD Etc.,   
  
-- Maintaining cordial relationships with all the clients and customers.  
  
  
General Administration:   
  
  
-- Providing support for  any company related event management   
  
-- Developing, implementing  & reviewing Travel management, hotel bookings, and telecommunications  systems.   
  
-- Submitting reports to the MD regarding  their contracts and deployment and rates.   
  
-- Ensuring tagging of all the Assets of the  company and maintain records of the  same.   
  
-- Performing other specific / special task given  by MANAGING DIRECTOR   
  
-- Establishing process controls to  avoid any risk and self audit them.**

**PLACE.. RAYAGADA**

**DATED. 15/09/2020 T.NAGESWARA RAO**