# OBJECTIVE:

Dynamic Senior Executive of Human Resources bringing 5 plus years of experience providing guidance on human resources topics and challenges. Committed to supporting recruitment efforts with focus on engaging and retaining talented staff. Sophisticated in communicating and collaborating effectively by relying on excellent interpersonal skills, high-level emotional intelligence and solid expertise in employee relations.

# DevOps & Cloud POC Details:

**PROJECTS:**

* LIVE CI/CD PROJECT WITH JENKINS, GIT, MAVEN, TOMCAT, AWS, GITHUB
* MIGRATION PROJECT
* LIVE PROJECT WITH KUBERNETES, GCP

**POC with CICD Project:**

* When the developer develops and tests the code in the local repository then the code will be pushed to remote repository which is GITHUB.
* The sonar code will review the code based on developer metrics if any duplicate files are there then it retrieves back to the local repository.
* After pushing the code to the remote repository. I have Integrated Remote repository to Jenkins. Jenkins is a CICD tool, in Devops we have multiple tools all the tools are individual tools. Each tool will not communicate to other tools.
* Jenkins will convert raw code into structure code by taking help of maven. Maven is a Build tool Which will generate Artifacts like war, jar, ear.
* Maven will convert structure code into Archive files (war, jar, ear files).
* Jenkins will deploy the code into the application cloud server which can be tomcat server, jboss Server, WebLogic Server based on the requirement.

**TECHNICAL SKILLS:**

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| --- | --- |
| **Cloud Platform** | AWS (VPC, EC2, S3, Cloud Watch, EFS, Cloud Trail, Auto Scaling, Glacier, AMI) |
| **Config Management/Build tools** | Ansible, Maven |
| **Continuous Integration Tool** | Jenkins |
| **SCM/Version Control Tools** | GIT, SVN |
| **Artifact Storage Tool** | Nexus |
| **Containerization Technologies** | Docker, Kubernetes |
| **Monitoring Tool** | Cloud Watch, Cloud Trail |
| **Ticketing Tool** | Service Now, Remedy, Jira |
| **OS Platforms** | Windows Family, Linux (Ubuntu, Red Hat and CentOS) |

# WORK EXPERIENCE:

* Worked with **A2Z Medicals & Surgicals** (An integral Part of Adwitha Global Health Care Pvt Ltd) from December 2021

## Roles and Responsibilities:

* + Monthly payroll, Daily attendance, using Kredily Payroll
  + Recruitments, Induction, joining formalities, updating human resource information system (HRIS), Updating Employees master data, preparation of pay slips, Statutory Compliance like ESIC & PF, Exit Interviews & Processing Full & Final Settlement.
  + Scanned and maintained confidential employee information and records.
  + Communicated with potential hires to provide clarity on expected tasks, compensation and policies.
  + Monitored and handled employee claims involving performance-based and harassment incidents.
  + Motivated employees through special events, incentive programs and constructive feedback.
  + Answered employee requests and questions related to benefits and compensation.
  + Created job descriptions and posted on various websites to attract new candidates within target market.
  + Reviewed and maintained employee punches to verify correct pay each pay period.
  + Managed full-cycle recruiting process by sourcing, screening and interviewing candidates.
  + Conducting employee engagement activities like weekly and monthly activities, Festival Celebrations, celebrating special occasions of employees.

* Worked with **SENATLA INNOVTIVE EV COMPONENTS PVT LTD** as a senior executive HR from July 2020 to December 2021.

## Roles and Responsibilities:

* + Monthly payroll, Daily attendance, Recruitments, Induction, updating human resource information system (HRIS), Updating Employees master data, verifying bills, taking care of monthly bill payments, maintaining wage register, preparation of pay slips
  + Tracked and reported metrics to identify trends and establish goals to meet business needs.
  + Maintained "open door" policy to encourage employee communications and resolution of issues.
  + Recruited and hired more than 10 Number key leadership positions to strengthen management team.
  + Developed comprehensive interviewing guides to improve candidate quality by evaluating both analytical and interpersonal attributes.
  + Enhanced team workflows and employee job satisfaction by coordinating communication between managers and employees.
  + Maintained optimal staffing levels by tracking vacancies and initiating recruitment and interview processes to identify qualified candidates.
  + Reduced process lags by accurately managing confidential records for staff members.

* Worked with **GENPACT** as a process associate in payroll department from September 2011 to February 2015.

## Roles and Responsibilities:

* + weekly and Bi-weekly payrolls, employment verifications, joining & exit formalities for the employees who are working with PENSKE located in Readings, Pennsylvania, United states of American employees.
  + Achievements: Atomized employment verification activity and received a certificate.
  + Maintained payroll information by calculating, collecting and entering data.
  + Updated employee files with new details such as changes in address or salary levels.
  + Administered bi-weekly staff payroll and performed special calculations for commissions, reimbursements and benefit deductions.
  + Responded to employee questions and requests for information in timely and knowledgeable fashion.
  + Checked accrued hours against listed hours for leave time.
  + Calculated payroll deductions by accurately using ORACLE and processed payroll to meet preset requirements.
  + Calculated salaries, rate changes, retroactive adjustments, overtime, bonus, vacation, termination and garnishments using ORACLE (E-TIME).
  + Maintained employee privacy and protected payroll operations by keeping all information confidential.
  + Maintained employee confidence and protected payroll operations by keeping information confidential.
  + Processed new hire paperwork and documents.

**Achievements:** Atomized employment verification activity and received a certificate.

## EDUCATIONAL QUALIFICATIONS:

* M.B.A in Human Resource Management from Osmania University.
* Master of Arts in English Literature from Osmania University.
* Bachelor of commerce from Osmania University.
* Intermediate from Board of Intermediate.
* Secondary school certificate from Board of school secondary Education.

## PERSONEL PROFILE

**NAME : Allapureddy Hymavathi**

## Husband name : Allapureddy Vishnu Vardhan Reddy

## Date of Birth : 28th august 1988

**Marital status :** Married

**Nationality :** Indian

**Languages Known :** English, Telugu & Hindi.

**Hobbies :** listening music and reading books

**Strengths :** Hard working, Quick learner, enthusiastic to learn new

Things, introducing new methods in completing the given Task on time.

## Declaration:

I hereby declare that the information given above is true and I have all the documents according to the information provided above. I will make it my earnest endeavor to discharge competently and carefully the duties you may be pleased to entrust with me.

## Date: 20.07.2022

**Place: Mallapur (P. HYMAVATHI)**