|  |
| --- |
| **S.NAGI REDDY**  **Phone No: 7893908296, 6281040551**  **Email:** [**naag2006@gmail.com**](mailto:naag2006@gmail.com)  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Career Objective:**  Seeking a challenging career in Human Resource and Administration with a progressive organization which will utilize my skills, abilities and education in management while contributing to the development of the organization.    **Educational Qualifications:**  MBA from NIBM.  Master in Commerce from Usmania University.  Graduation in Commerce form Nagarjuna University.  **Technical Qualifications:**  **Certificate**: Business Analyst  **Certificate**: Advanced Excel  Good knowledge in Advance excel (V-Lookup, H-lookup, IF conditions, Filters, Shorting, MIS tools like Pivot table, Charts, mailings, dash-boards) etc.  **Employer:**  **1. KERNEX MICROSYSTEMS (I) LTD -- MAY ‘03 – April 2015**  **Designation: Asst. Administrative & HR Officer**  Working with **“Kernex Microsystems (I) Ltd”, Madhapur, Hyderabad** as an **Asst. Administrative Officer.**  **COMPANY PROFILE**:  The **Kernex Micro Systems (I) Limited**, Hyderabad is ISO 9001-2000 company and the technical partner of Konkan Railway corporation limited which is Software development and manufacturing **Anti-collision devices (ACD)** for Indian Railways and some other international Railway routes. ACD is an embedded system works with GPS, Radio Modem Communication and software like VX WORKS.  I handled two complete projects (ACD-Anti Collusion Devise) in Konkan Railway Corporation and North Frontier Railways including survey, installations, Testing, Trials, Commissioning and Annual Maintenance of ACD project from 2003 to 2014.Well known Goa route and NFR route.  Now we are developing TCAS (Train Collusion Avoiding Systems) for Updated version of ACD(Anti Collusion Devise) and Railway department allotted pilot project in SCR.  Our Head office is in Hyderabad and having two Branch Offices(site office) at Guwahati, assam and NJP, West Bengal  **Employer: 2**  **AZAD Engineering PVT LTD , Jeedimetla.,( May2016 to Till date)**  **Designation: Sr.HR & Administrative Associate**  **Administration**  **1. General Administration**:  **2.Facilities Management** :  **3. Event Management**:  **4. Financial Management**:  **5**.**Security Management:**  **6.Project management**  **7.Branch Office Management**  **8. Payroll Management and other.**  **9. Vehicle, Fleet management.**  **10.Reports generating**  **11.Statutary complaints management**  **12. Site Finance Management**  **HR Activities:**  **Recruitment:-**   * Involved in identifying resource requirements from the top management. * Source candidates through employee referrals, internal database, jobsites (Naukri, Indeed and social net works) in accordance with requirements. * Sourcing, Conduct Pre-screening and arrange for technical round. * Co-ordination with the technical team and candidates for an Interview schedule. * Working closely with the Top Management supporting them strongly in closing all levels of resources with requisite & adequate skills within timeframes without facing any intricacies. * Maintaining recruitment MIS on daily, weekly & monthly basis. * Follow-up with selected candidates to confirm their DOJ and keep the respective departments informed of the same. * Responsible in entire recruitment process starting from maintaining resume data bank to screening the candidate, salary negotiations and issuing a offer & Appointment letters & Deployment   **Joining Formalities:-**   * Employee joining formalities, preparing and issuing offer letters, appointment letter, employee agreement, formulating the salary structure for New joined. * Preparing, monitoring Induction & Orientation and evaluating the feedback. Completing necessary Insurance and medical cover formalities. * Completion of employee documentation as per standard check list and preparation of personal file for all new hires. Handling and controlling the background verification process and discrepancy cases as per code of conduct. Empanelment with consultants for background verification and handling their agreement / contracts. * Completing joining formalities and documentation.   **Induction and On boarding:-**   * Initiating induction & orientation program for the newly recruited candidates and making them familiar with the company policies, strategies, culture and activities and ensure all employees undergo the induction program. * Designing various letter formats, creating new employee id, Generating ID Cards and Mail ID, Managing Personnel files, Opening Salary Account and if necessary conducts the initial background checks. * Sending welcome mail to all departments about the new joined. * Allocating place and systems to new entrants. * Update in MIS Records & internal applications.   **Exit and Full & Final Settlement:-**   * Conducting exit interview process for resigning employees * Issue of No-Dues certificate * Preparing Full & Final Settlement for resigned Employees. * Issue Relieving letter and Experience certificates for the left employees * Settle all Leave encashment, Bonus, Gratuity & other payments related to time office   **Training & Development**   * Designing & Arranging Training Programs. * Taking Feedbacks from the trainees/participants on training program and faculty. * Evaluating the effectiveness of the training program. * Assessing the participants by conducting tests. * Updating Skill Matrix of the employees.   **Performance Appraisal:**   * Part of the Appraisal Committee, Initiate, Coordinate and Monitor the whole process of Performance Management System. * Evaluating Performance level of the individuals * Based on the Performance rating -Increments, promotions & reward system are recommended to the management for a final decision * Conducting Performance Review discussions * Developing Performance Improvement Plans   **Payroll Management and Other activities:**   * Collect all inputs from the concern executive and departments to prepare payroll ( attendance, late entries, advances, TDS, and other deductions) * Handling the payroll, compensation and benefits administration. * Ensure that statutory complaints (ESI, PF, PT etc) should be updated periodically and keep tracking without fail. * Issue pay sheets to all employees every month after salary. * If any queries in salary from the employees, should be resolve effectively. * Ensure that employees grievances should be resolve effectively.   **Grievances and Policies:**   * Collect Grievances from the shop floor and other employees regularly and resolve their problem at the earliest. * Introduce new policies if required and implement and development existing policies properly.   **HR Policies and procedures implementation and if required new policies preparation**  **Ensure that listening activities should be updated periodically**  **ISO Process:**   * Following the ISO procedures for quality maintenance. * Responsible for ISO documentation * Maintaining of all ISO related work   ***REWARDS/ACHIEVEMENTS:***   * I was awarded with Certificate of Appreciation (2005, 2007) for my exemplary contribution towards fulfillment of company’s technology objectives and operational goals. * Cash Reward for performance appreciation for handling of project and regular activities every year  Personal profile: **FATHER NAME : Nandi Reddy**  **Citizenship : Indian**  **LANGUAGE KNOWN : English, Hindi and Telugu.**  **LOCATION : HYDERABAD** |