

D. Kasyap Dinesh



Email Id: kasyapdinesh@gmail.com
Mobile No: 9703191815, 7981991137

Summary:

Looking forwards to join my hands with an established organization to build a career where I can get an opportunity to secure a challenging position and which gives me a chance to update my knowledge and enhance my skills and be a part of a team that excels in work towards the growth and success of the organization.

Academic Profile:

Course	Specialization / Group	University / Board	College	Year of Passing
MBA	HR & Marketing	Vikrama Simhapuri University	Geethanjali Institute of PG Studies, Nellore	2013
BSc	Computer Science	Sri Venkateswara University	Sri Krishna Chaitanya degree College, Nellore	2011

Work Experience:

- Working as an **Sr.Executive- HR** in Narayana Medical College, Nellore from **Aug-2016 to till date.**
- Worked as an **Executive -HR** in Dr Ramesh Cardiac & Multispecialty Hospitals, Vijayawada from **Nov- 2014 to July-2016.**

Roles and Responsibility:

Recruitment:

- ❖ Identify the hiring needs for existing and new upcoming departments based on manpower Estimation, Analysis & Forecasting.
- ❖ Handling the end to end recruitments in entry & middle level positions.
- ❖ Sourcing Profiles through database, Walk-ins, Job Portal, Internal & External References, Adverts, etc
- ❖ Planning, monitoring and executing Recruitment & Selection process to ensure timely & continued availability of quality manpower to different departments / functions so as to fulfill manpower needs of the Business.
- ❖ Responsible for Releasing the Offer Letters for New Joiners.
- ❖ Ensure to conduct Background check and facilitate Pre-employment check up for selected candidates.

On boarding and Induction

- ❖ Ensuring the joining formalities, induction and on-boarding is completed in a timely and accurate manner

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- ❖ Reviewing the education, registration, training and experience credentials are documented and verified as per the standards and guidelines.
- ❖ Ensuring effective maintenance of employee records both physical copies and online version.
- ❖ Organizing and conducting Induction Training programme and Employee Orientation programme to foster positive attitude towards the Organization

Attendance & Leave Management:

- ❖ Ensure all duty rosters are uploaded in the Bio attendance software.
- ❖ Monitoring attendance on daily basis.
- ❖ Addressing employee grievance on Leave, Attendance and C-off's
- ❖ Daily updating and tracking employee attendance
- ❖ Preparation of Daily / Monthly Absenteeism Report about 1000 employees.
- ❖ Monitor Long absentees and sending absent memo.
- ❖ Tracking daily Late Coming Report from biometric system.
- ❖ Enrolling new employees and updating facial registration.

Performance Management System:


- ❖ Roll out of performance appraisal calendar for the financial year.
- ❖ Periodical appraisal of employees, compiling and reviewing across the organization.
- ❖ Appraisal data forwarded to head HR for final review.
- ❖ Processing of probation and confirmation letters of employees.
- ❖ Issuing letters based on increments & promotions

Employee Relations

- ❖ Manage the Human Resource Information system effectively to ensure that correct and complete information is stored in the system and is used effectively for the benefit of the organization
- ❖ Employee counselling, grievance handling & addressing employees' queries on official and personal grounds
- ❖ Handling disciplinary issues pertaining to personnel behaviour and finalizing on the action after assessment of facts and figures.
- ❖ Preparing and issuing of Show Cause Notice & Warning Letters
- ❖ Ensure Annual Health checks are done timely basis.
- ❖ Ensure the renewal of Licences of paramedical staff are done in advance

Payroll and Statutory Compliances:

- ❖ Ensuring smooth, accurate and timely processing of salary for all employees
- ❖ Overseeing the preparation of salary inputs based upon attendance records
- ❖ Working out various remuneration policies, including pay packages for newly hired employees, and executing the same.
- ❖ Online registering and updating of new joined employees in ESIC.
- ❖ Responsible for PF withdrawal process of exit employees


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Learning and Development:

- ❖ Responsible for Training Need Identification for staff, in consultation with departmental heads, including assessment methods and measurement systems entailed.
- ❖ Preparing and publishing the Annual Training Calendar for all functional departments and business units.
- ❖ Maintaining the Training Records and documentation as per the Standards.

Exit Management:


- ❖ Involved in Exit formalities and full and final settlement process.

Other Operational Activities:

- ❖ Ensure to conduct Surprise Visits, HR Rounds to verify grooming standard and Punctuality, Unauthorized movements of an employee and to solve their concerns.
- ❖ Involved in implementation of many HR initiatives like optimization of, CQI indicators for NABH like absenteeism, attrition, employee satisfaction survey, employee rights and responsibilities.
- ❖ To conduct periodic HR awareness & policy sessions for all the employees.

Personal Vitae:

Date of Birth : 11-09-1990
Father's Name : Sri. Sudarsanam .D (Late)
Marital Status : Married
Languages known : Telugu, English
Address : Dr. NO: 27-1-633, 16th Cross Road, Balaji Nagar, Nellore.


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Krishnam Raju L
E-mail: krishis2003@gmail.com
Phone: +91- 9866991872 ,8179975438

Summary

Krishna has **15 +** years of overall experience in delivering sustained business results through Strategic HR Partnerships & by being a Credible Facilitator of Talent Processes. I am having experience in working across all facets of **HR** lends me a unique edge in dealing with all matters pertaining to people management.

Specialties: My specialization in managing all HR & Talent Management functions of the entire organization covering the complete Employee Life cycle and HR Administration processes like HR Budgeting / Talent Acquisition (Recruitment /Onboarding), Employee Induction, Time- Keeping (Attendance / Leave Management), Employee Performance Management, Learning & Development, Payroll Management, Statutory, Grievances, and also coordinates the CSR activities.

Professional Experience:

Currently working as **Assistant Manager - Human Resources** at **Narayana Medical College - Hospital & Professional Colleges in Nellore/Gudur** since **February 2022**. I am responsible for delivering/ensuring all facts of HR for a span of 3000 employees from the NMI & Professional College – Nellore/Gudur.

Roles and Responsibilities:

- ❑ **Organization Design & Deployment:** Work on organization structures, and resource deployment based on responsible needs; draft annual manpower plan and manpower budgets. Deploy career progression and promotion policies as per organizational guidelines.
- ❑ **Employee Life-cycle Management:** Ensure all policy and NMI (NMI Software tool) related processes compliance related to joining, confirmation, payroll inputs, organization charts, etc. Ensure that all operations relating to employee life cycle management are aligned with organizational policies. Design and implement policies that are in line with larger organizational goals.
- ❑ **Performance Management:** Cascade performance management processes through communication; Conduct goal setting, and performance appraisals, coach employees, conduct training workshops on performance management, closely monitor the closure of performance management process for the year, handle grievances; collaborate with line managers to determine job rotation opportunities, etc.
- ❑ **Employee Engagement:** Set up processes for Induction & Socialization programs; design recognition schemes; facilitate employee engagement survey process; facilitate skip level process; design engagement calendar (fun activities on a monthly basis/ Traditional Basis) to drive employee engagement to have a positive impact on performance.
- ❑ **People Management:** Assist the recruitment team & with salary negotiations. Conduct inductions for all new hires, conduct 30-60-90 connects for ensuring role alignments, and recommend retention plans with the aim of maximizing retention and enhancing the performance of team members.

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Payroll Administration: -

- Cross-checking the current month's statement with the previous month's statement.
- Prepare a checklist for payroll processing and generating payroll.
- Distribution of Pay slips within the timelines.
- Monitoring Employee leave eligibility to leave availed deduction etc.,
- Statutory remittances, i.e.-payment of Challan, monthly & coordinating for PF transfer/Settlements, KYC.
- Conduct exit analysis and ensure full and final settlement.

Roles & Responsibilities: -

- HR Operation Process establishment – Review of complete HR SOP in live with Industry Standards.
- Developed Salary bands in lieu of government regulations for Narayana Medical Institutions and Hospitals.
- Restructured nursing salaries at par with industry standards to reduce attrition
- Key stakeholder in employee Grievance Cell – with Strong resolution outcomes.
- Designed Soft skills training modules and organized training sessions for 1500+ employees.
- End to End HR Functions, Recruitment and Selection, On-Boarding, PMS, Team Building, Grievance Handling, and day-to-day HR Operations.
- Develop & Implement an Annual Training Calendar for Soft skills for Nurses and patient-facing staff.
- Owner of all Employee Engagement Activities.

Previous Experiences: -

Manasarovar The Fern - Hyderabad (*Concept Hospitality Services Pvt Ltd- Mumbai*)– As a **Human Resources Manager** from July 2015 to February 2022.

- **Green Park - HR Executive** – HR from July 2013 to June 2015
- **Kamineni Hospital- Hyderabad HR** – Executive from July 2011 to June 2013.
- **The Golkonda Hotel - Hyderabad.** as HR Generalist & HR Supervisor from February 2009 to June 2011.

Achievements:

- Received Best Employee Award for the year 2011- The Golkonda
- Received Best Employee of the Month 2011 (June & Aug)


Educational Qualification:

- Master's (MBA) in EIILM University -2008 – 82%
- Graduate in Andhra University – 2003 – 2006

Family Information:

- **Mother:** - Staying with Me
- **Spouse:** - Housewife
- **Kids:** - Elder Daughter – V - Class
Younger Son - I - Class

Krishnam Raju L


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VIDYA SAGAR

Email: sagarsvcn@gmail.com

Mobile:8074796676

EXPERIENCE

07/2019 – present **SREE VENKATESWARA COLLEGE OF ENGINEERING** **NELLORE**
Assistant Professor, Lab Incharge

I have been working in sree venkateswara college of engineering, Nellore as Assistant Professor with additional responsibility like labs incharge, class incharge, student counsellor, department website maintenance, NAAC work, cultural in charge etc., teaching subjects like Bigdata, Mobile Computing, Design Patterns, Computer Networks, IT workshop.

07/2017 – 06/2019 **ACT FIBERNET** **HYDERABAD**
Senior Network Engineer

I have worked as network engineering in Act fiber net, Hyderabad where in network operation center I must make router configurations, assign IP address, static IP config, technical helpdesk, bx config etc.,

05/2015 – 06/2017 **BRAHAMIAH COLLEGE OF ENGINEERING** **NELLORE**
Assistant Professor

I have worked as assistant professor as part time dealing web Technologies, OOAD, Computer Networks etc.,

04/2013 – 06/2017 **ACT FIBERNET** **NELLORE**
Senior Network Engineer

EDUCATION

2013 – 2015 **PBR VITS, KAVALI** **M. Tech (CSE)**
75.42%

2008 – 2012 **JAGANS COLLEGE OF ENGINEERING AND TECHNOLOGY, NELLORE** **B. Tech (CSE)**
77.81%

2006 – 2008 **NARAYANA JUNIOR COLLEGE, NELLORE** **INTERMEDIATE (M.P.C)**
89.60%

2005 – 2006 **EVEREST ENGLISH MEDIUM HIGH SCHOOL, NELLORE** **SSC**
77.50%

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SKILLS

I have organized different FDP, CERTIFICATE PROGRAMS, WORKSHOPS in college.

I have organized different cultural activities of students effectively.

I have worked as in charge for class, labs with efficiently.

I have prepared and maintained NAAC work files in different criteria.

I have attended different national and international conferences and journals with presenting and publishing papers.

PROJECTS

I have been developed and maintaining department website for students and instant live chat for student queries.

I have developed Moodle website for students to conduct online exams and to update notes, ppt, etc.,

I have guided students in developing final year projects also.

LMS TOOLS

I have very much knowledge on below tools to record classes, taking attendance, conducting exams, sharing content etc.,

1. Google meet
2. Google classroom
3. Moodle
4. YouTube
5. zoom
6. WebEx
7. GoToMeeting etc.,

PERSONAL DETAILS Father Name: G.srinivasulu
Marital Status: Unmarried
Address:

27/1/1222,
Putta Street,
Balaji nagar,
Nellore.

SUMMARY

Currently looking for a job as Assistant Professor in your organization.

The above statements are true to the best of my knowledge and belief.

G VIDYA SAGAR
8074796676

Dr. B. S. Srinivasulu
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Swapna Jawari Kapisha

18/437, Big Bazzar,
Nellore-524001

Email-ID: swapnajk2001@gmail.com
Contact: 9246434586

Summary:

- An experienced Yoga instructor (14 plus years) committed to make a difference in the educational field by applying wide knowledge of Yogic philosophy & Psychology.
- Serve people to realize the importance of yoga to maintain a sound body and a sound mind.
- Expertise in Power Yoga, Hatha Yoga, Asthanga Yoga, Vinyasa Yoga, Prenatal Yoga.
- **Empaneled Yoga Examiner, Yoga Observer by Yoga Certification Board.**
- **Qualified UGC-NET 2018** for eligibility for **Assistant Professor** in Yoga.
- **Software Engineer** with 13 years of experience, having in depth knowledge and expertise on different software, operating systems, tools, implementation of web projects.
- Visited and worked in US, France on behalf of Oracle, CA Technologies to deliver software services.

Qualifications:

- Pursuing Ph.D in Yoga from S-VYASA Bangalore.
- Doctorate of Philosophy (Ph.D) in *Computer Science and Applications* from Vikrama Simhapuri University, Nellore, India in 2022
- Diploma in Indian Philosophy from National Sanskrit University, Tirupati, 2022.
- Master of Science in Yoga from Annamalai University in 2016.
- PG Diploma in Yoga Vignan from Rashtriya Sanskrit Vidyapeetha, Tirupathi, AP in 2015
- MTech (Computer Science) from IIT Madras 2005-2007.
- B.Tech (Computer Science and Information Technology) from JNTU Hyderabad 1998-2002.

Certifications:

- Certified Level 3 – Yoga Teacher and Evaluator by Yoga Certification Body, India.
- Certified Prenatal Yoga Trainer.

Awards:

- Received Women of Excellence Award in 2022 in the field of Yoga from Adishankara Group of Institutions, Gudur, India.
- Received Narishakti Puruskar from Surya Yoga Foundation, Andhra Pradesh for achievements in yoga education in 2021.
- Received Independence Day Purasakar in Social Services (Yoga) from Nellore District Collector in 2021.
- Received Yoga Vishishta Purusakar 2019 in Nellore for the achievements in the Yoga Field from Nirmala Trust, Nellore.
- Received Ugadhi Puruskar 2018 in Nellore for achievements in Yoga Field from Gundala Lakshmamma Charistable Trust Nellore.

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- Received “Yoga Kala Chandra” Award in January 2018 from SivaJyothi Yoga Centre, Bangalore.
- Received “Yoga Ratna” Award in January 2018 from VSM Yoga Trust, Marthahalli, Bangalore.
- Received “Yoga Bhushana” Award in January 2017 from Karnataka Yoga Association.
- Received “Best Yoga Teacher” Award on September 5, 2017, from Raju Dance Academy, Nellore.

Work Experience:

- Working as Lead Yoga Examiner for Yoga Certification Body, India on behalf of TQCert.
- Worked as **Director, Department of Yoga**, Nayago Educational Trust, Nellore.
- Lead the PMKVY Yoga Instructor Certificate Course, teaching and training rural people under **Sri Sri Kaushal Vikas Kendra**, Nellore.
- Worked as a Yoga Trainer for Primary and Secondary sections in Ratnam English Medium School, Pedda Bazaar from 2013 to 2015
- Worked as a Yoga Therapist in Yogalayam, Nellore, from 2010 to 2013.
- Worked as a Yoga Therapist in YOGAINDOORS(www.yogaindoors.com), Bangalore, since 2014, offering online classes to people who are suffering from Obesity, Diabetes.
- Working as a **Principal Member of Technical Staff** in Oracle Bangalore since 2010.
- Worked as an Assistant Professor in the Department of Computer Science in Narayana Engineering College, Nellore for B.Tech Students from 2002 to 2005.

Education:

<i>Class</i>	<i>Board/University</i>	<i>Percentage of marks</i>	<i>Year of Passing</i>
Doctor of Philosophy in Computer Science (Ph,D)	Vikrama Simhapuri University, Nellore, India	Awarded	2022
Master Of Science in Yoga	Annamalai University, Tamilnadu, India	76.17	2016
Post Graduate Diploma in Yoga Vijana	Rashtriya Sanskrit Vidyapeetha, Tirupathi, India	82	2015
MTech in Computer Science	Indian Institute of Technology Madras, Chennai- 600036, India.	CGPA 8.5 out of 10	2007
BTech in Computer Science and Information Technology	Jawaharlal Nehru Technological University, Hyderabad,India .	86.07%.	2002
Intermediate	Board Of Intermediate Education, Andhra Pradesh – India	90.4%	1998
S.S.C.	State Board of Secondary Education, Andhra Pradesh India.	7.3 %.	1996


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Achievements:

- Teaching Vedas, Upanishads, Indian Philosophy for rural students as part of Yoga Instructor Certificate Program.
- Running Prenatal Yoga Teacher Training Course.
- Rendered services as National Yoga Referee as part of All India Inter University Yoga Competitions at Nuzividu, Guntur in Jan 2020.
- Conducted Mass Demonstration of Surya Namaskar on Ratha Saphthami in Feb 2019,2018,2017.
- Conducted 1 Day Yoga Awareness Workshop for In Service Teachers, State Council of Educational Research & Training A.P, Amaravati on 11th July 2019.
- Conducted Yoga Awareness camps to engineering college students at Naryana Engineering College- Nellore, Sri Venkateswara Engineering College-Nellore, Vikarama Simhapuri University- Nellore in August 2019.
- Conducted 5 Day Yoga Introductory Workshop for 300 Plus Degree students in National Integration Camp by SETNEL, Andhra Pradesh at Gudur from 13th March to 17th March 2018.
- Attended one week Yoga Therapy workshop at Kaivalyadhama Yoga Institute at Lonavla from Aug 20 to Aug 28th 2018.
- Conducted a one month Yoga Workshop April 2017 – May 2017 for Medical College Students of AC Subba Reddy Govt Medical College, Nellore.
- Seminar on Yoga for Stress Management for Women in Narayana Engineering College, Gudur on March 8th 2017.
- Conducted Summer Yoga Camps for kids at Saibaba Temple, Near Gandhi Statue in 2014, 2015.
- Conducted Yoga Workshops for EENADU Group in 2014, 2015, 2016.
- Conducted **International Yoga Day since 2015** till do date, in presence of Collector and other dignitaries on behalf of AYUSH department, State Branch, India.
- Conducted a One Day Workshop on Diabetes for Pyramid Valley Foundation.
- Conducted half day workshop for kids for Regular Fitness for RSS Samithi at Buchi Reddy Palem in October 2016.
- Conducted a one-month Yoga Camp for ladies on Obesity on behalf of Nellore District Bullion Merchant Association in 2015.
- Won 2nd Prize in National Level Yoga Championship in Bangalore in August 2016.
- Won 5th Place in National Level Yoga Competition in Delhi 2015.
- Won many places in State Level Yoga Competitions conducted in Ongole, Kurnool, Vijayawada, Vishakhapatnam, Bangalore.
- Conducted Yoga Awareness Camps at Govt Hospital, Dargamitta, Nellore.

Personal Details:

Father's Name: JK Ashok Singh.

Date of Birth : 25th Jan 1981.


Permanent Address : 18/437, Big Bazaar, Nellore, Andhra Pradesh, 524001, India.

Nationality : Indian.

Languages Known : English, Hindi, Telugu,

Hobbies : Music, Reading funny stories, Gardening, Cooking.

I here by declare that all of the above information is correct to the best of my knowledge.


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RESUME

Academic Information :

Pursuing Ph.D from Rayalaseema University(thesis submitted)

M.Tech(CSE) with (68.2%) from Acharya Nagarjuna University, Guntur (2010)

MCA with (75%) from Vinayaka Missions Research Foundation University –Selam (2005).

Experience :

Name of the concern	Designation	From	To
SreeVenkateswara College of Engineering, North Rajupalem, Nellore	Assoc.Professor	Jan-2019	Till Date
Priyadarshini College of Engineering and Technology,Nellore	Assoc.Professor	April-2014	Jan-2019
Balaji College of Engineering and Management Studies	Assoc.Professor	May-2013	April-2014
SreeVenkateswara College of Engineering and Technology-NorthRajupalem, Nellore	Assoc.Professor	September-2011	May-2013
Priyadarshini PG Center	Asst.Professor	November – 2007	September-2011
JagansPG Center	Asst.Professor	November – 2005	October – 2007
Narayana Medical Institutions	Lecturer / Tutor	September – 2000	September - 2007

Subjects Handled :

1.File Structures, 2. Software Engineering 3.C and Data Structures 4.Web Commerce, 5.O.O.A.D, 6.P.C Hardware 7. Data Mining 8.COBOLE, 9. C++ 10. Computer Organisation 11. Multimedia. 12. Software Testing 13.Computer Networks, 14.IT Work Shops, 15.Cyber Security, 16.Arteficial Intelligence, 16.Information Security, 17.Compiler Design, 18.Mobile Computing, 19.Design Thinking, 20.OOSD, 21. Design Thinking

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Admissions Experience:

- 2010 onwards doing student admissions in B.Tech and Polytechnic courses
- Conducting College awareness programs in ppt demos in various intermediate colleges
- Explain about college and convenes to parents and students to admit.
- Continue Follow up.


Paper Presentations:

1. International Journal of Engineering Sciences - Volume 2 Issue 4, April – May 2015
Cryptography issues in Computer Sciences
2. International Journal of Computer Techniques – Volume 4 Issue 3, May – June 2017
Privacy and Security of Big Data Mining Issues
3. International Journal of Engineering Trends and Technology – Volume 3 Issue 4, July-August 2018
4. International Journal of Computer Science and Technology – Vol.4, Issue 2, September-2018 is in the publication.
5. Springer Book Chapter - 2019 Emerging Research in Data Engineering Systems and Computer Communications Advances in Intelligent Systems and Computing - Volume 1054 ISSN 2194-5357 ISSN 2194-5365 (electronic) Advances in Intelligent Systems and Computing ISBN 978-981-15-0134-0 ISBN 978-981-15-0135-7 (eBook) <https://doi.org/10.1007/978-981-15-0135-7>
6. Springer Book chapter : 2019 Progress in Advanced Computing and Intelligent Engineering : Proceedings of ICACIE 2019, Volume 2 ISSN 2194-5357 ISSN 2194-5365 (electronic) Advances in Intelligent Systems and Computing ISBN 978-981-15-6352-2 ISBN 978-981-15-6353-9 (eBook) <https://doi.org/10.1007/978-981-15-6353-9>

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Co-Curricular Activities:

- Faculty Awareness Camp on Entrepreneurship in N.B.K.R Engineering College
- Work Shop on Pattern matching in mathematical models – VikramaSimhapuri University - Nellore
- Work Shop on Research Procedure and Data Collecting Methods – Rayalaseema University, Kurnool.
- Workshop on Security Issues in Data Mining – EDS –Chennai
- I am doing research in data mining security issues – approach of providing high frequency security in online transactions using object oriented design schema.
- I Published a paper on Secured Data Publications in data mining.
- 4 International journals papers published.
- 2 Spinger Book Chapters Published on 2019 and 2020
- I am seeing Student Academic Counsellor department and also Placement Cell.


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Personal Details:

Date of Birth : 20/03/1975
Sex : Male
Marital Status : Married
Religion : Hindu
Nationality : Indian
Language Known :
 Speak : English, Hindi, Telugu, Tamil
 Read/Write : English, Hindi, Telugu
Permanent Address : S/o Dr.P.Nageswara Rao
 Plot No :1, New SBI Colony, Water Tank Down
 Podalakuru Road, Nellore – 524 004.

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Place: Nellore

Date:

PASUPULETI NAGENDRABABU

D.S. Chinnay
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CURRICULUM VITAE

CHALLA VENKU REDDY

S/o Vijaya Bhaskar Reddy
Venkureddy Gari Street,
Kaluvoya, Nellore (Dt)
Andhra Pradesh- 524343
Cell: 9848306343
Email: venkureddy27@gmail.com

OBJECTIVE:

A position as a **Professor & Trainer**, of your organisation which Specialiser Health Sector (Pharmacy, Health and Family Welfare, Animal Welfare, Hospital & Health Care Management) and Higher Education (Distance Education and Higher education).

EDUCATIONAL QUALIFICATIONS:

Course	College/University	Pass out year	Percentage
D.Pharmacy	Vagdevi college of Pharmacy and Research Centre, Brahmadevam, Nellore	2005	80.4 %
B.Pharmacy	Vagdevi college of Pharmacy and Research Centre, Brahmadevam, Nellore	2008	71.71%
M.Pharmacy	University College of Sciences, S.V.University, Tirupati.	2010	78.2%
PG Diploma in Human Rights	Indian Institute of Human Rights, New Delhi	2013	62.7%
PG Diploma in Health and Family Welfare Management (PGDHFWM)	National Institute of Health and Family Welfare, New Delhi (NIHFW)	2014	61%
Master of Arts in Distance Education(MADE)	Indira Gandhi National Open University, New Delhi	2022	94%
PG Diploma in Animal Welfare (PGDAW)	Indira Gandhi National Open University, New Delhi	2023	73%
Post Graduate Diploma in Higher Education (PGDHE)	Indira Gandhi National Open University, New Delhi	2024	Awaiting for results
Ph.D	Jawaharlal Nehru Technological University Anantapur, Anantapuramu, A.P (JNTUA)	Pursuing	

Dr. Challa Venku Reddy
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Training Course in Gender Violence, Health and Human rights-2013	National Institute of Health and Family Welfare, New Delhi (NIHFW)	October-2013 New Delhi
Internal Counselor Programme on NABH Standards for Hospitals	Quality Council of India NABH, New Delhi	June-2016 Hyderabad
Skill Development Programme on Basics & Regulatory Aspects of Pharmacovigilance: Striving For Excellence	Indian Pharmacopoeia Commission (IPC) Pharmacovigilance Programme of India (MoHFW- GoI) Ghaziabad	July 2017 Ghaziabad

PROFESSIONAL EXPERIENCE:

➤ **22-12-2010 to 30-07-2016**

Worked as a **Assistant Professor** (Department of **Pharmacology**) teaching **Pharmacology** and **Clinical Research** for B.Pharm students, and **Training & Placement Officer** in Sun Institute of Pharmaceutical Education and Research, Nellore, Andhra Pradesh.

➤ **01-08-2016 to 31-05-2017**

Worked as a **Associate Professor** (Department of **Pharmacology**) teaching Pharmacology and **Clinical Research & and Medical ethics** for M.Pharm & B.Pharm students, in **Vagdevi College of Pharmacy and Research Center**, Nellore, Andhra Pradesh.

➤ **02-06-2017 to 18-03-2020**

Worked as a **Associate Professor** (Department of **Pharmacology**) teaching **Pharmacology** and **Clinical Research** for **Pharm.D & B.Pharm** students, and **Training & Placement Officer** in Sun Institute of Pharmaceutical Education and Research, Nellore, Andhra Pradesh.

➤ **19-03-2020 to 30-06-2022**

Worked as a **Associate Professor** (Department of **Pharmacology**) teaching **Pharmacology** and **Clinical Research** **M.Pharm, Pharm.D & B.Pharm** students, Ratnam Institute of Pharmacy, Nellore, Andhra Pradesh.

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➤ **01-07-2022 to till date**

Working as a **Professor** (Department of **Pharmacology**) teaching **Pharmacology** and Social Preventive Pharmacy for **Pharm.D & B.Pharm** students, in Swathi College of Pharmacy, Nellore, Andhra Pradesh.

➤ **02-01-2014 to till date**

President - Health Care Society, Kaluvoya, Nellore, Andhra Pradesh.

➤ **29-11-2023 to till date**

Director- Institute Of Health Intelligence And Research, Nellore (Dt), Andhra Pradesh

PROFESSIONAL TRAINING:

- One month Industrial Training in **Biological E.Limited**, Hyderabad
- Six months Project Training in **Clinical Pharmacology Department, Aurobindo Pharmaceutical Limited Research centre, Hyderabad**

TRAININGS CONDUCTED:

Conducting Training Courses on Implementation of NABH Standards for Hospitals, Health Care Waste management, Pharmacovigilance, Patient Safety, Medical ethics and Basics in Clinical Trials, Pharmacovigilance, Anti Microbial Stewardship Programme, Assessment of Health, Human Values and Faculty Development Programmes for Nursing Faculty, Students & various stake holders in health sector from 2015.

Conducting Value Added Courses, Certificate Courses and Online Internship for Pharmacy Nursing, Dietetics and Life Sciences students from 2020.

DECLARATION:-

I hereby declare that the above given details are true to the best of my Knowledge.

Place : Nellore,

Date :

D. Challa Venku Reddy
Principal
NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003

(CHALLA VENKU REDDY)

AKKEM SHANTHI

shanthiakkem@gmail.com

8309475798

CAREER OBJECTIVE:

To be apart of work that provides me the opportunity to put my skills to its best use and in turn assist me in my personal development.

EDUCATION SUMMARY:

COURSE	UNIVERSITY/ COLLEGE	YEAR OF PASSING	YEAR OF INTERNSHIP
MBBS	SHRI BALAJI VIDYAPEETH— SHRI SATHYA SAI MEDICAL COLLEGE AND RESEARCH INSTITUTE, CHENNAI	2016-2021	2021-2022

Registered medical practitioner from the Tamilnadu medical council and Andhra Pradesh medical council.

SKILLS:

Clinical medicine, patient relationships ,primary medical care, medical examinations, treatment planning, patient management

LANGUAGES KNOWN : Telugu,English,Tamil,Malayalam

STRENGTHS:

Self discipline,good public relations and organization skills

HOBBIES: Reading, listening songs.

I hereby declare that the information provided is true to be best of my knowledge.

Place: Nellore

signature: shanthi.A

D. S. Shanthi
Principal
NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003

Divya Kanumuri

IT Developer\Engineer II

+91 7013335132

divyakanumuru@gmail.com

PROFILE

- ❖ Detail-oriented IT professional with 5 years of work experience in developing web applications.
- ❖ Equipped with the in-depth understanding of .NET.
- ❖ Experience and exposure in design, development, and integration.
- ❖ Responsible and adaptable, with proactive and upright attitude and excellent communication skills.
- ❖ Currently focused on enhancing my career with challenging work opportunities and environment.

SKILLS

Languages: C#.NET, VB.NET
Web Technologies: Asp.NET MVC, Web API, HTML, AJAX, JQuery
Database: SQL server 2008/2012, Oracle PL/SQL
Tools and Utilities: TFS, IIS, JIRA, GIT
SDLC: Agile Scrum Methodology

WORK EXPERIENCE

1) **Employer:** Hewlett Packard Enterprise Global Soft Private Limited.

Project Profile:

Nov 2021- Till Present

Project: HPEFS-PCT (Partner Connection Tool)

Description: The **Partner Connection** tool is an interactive user-friendly portal, which enables the user to generate instant customer quotes, apply for credit on behalf of their customer and manage and retrieve legal agreements instantly. The tool can be used by partners in self-service mode or full-service mode, hpfs colleagues can work on behalf of partners or a call centre mode.

Roles/Responsibilities:

- Gathering requirements and enhancements.
- Involved in developing web applications using asp.net mvc, C# and jquery.
- Involved in development and integration testing of the system.

Tools Used: JIRA, GIT and Visual Studio
Languages: C#.net
Web Technologies: Asp.NET, MVC 5, Web API, Jquery
Database: SQL server Management studio 2008/2012

2) **Employer:** Capgemini Technology Services India Limited.

Client: General Electric, Ireland

Project Profile:

D. B. Srinivas
Principal

NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003

Project: Technical Management System (TMS)

Jan 2020 - Oct 2021

Description: The app is used for assigning workload, controlling delivery and redelivery processes, raising budgets for expenditure, and managing on-lease activities (Claims, Technical Spec, FAA re-registrations).

Roles/Responsibilities:

- Gathering requirements and enhancements.
- Involved in design of the database packages and procedures.
- Involved in Development and integration testing of the system.
- Performed integration and system testing of modules.

Nov 2018 - Dec 2019

Project: Cost to Market (CTM)

Description: This app deals with creating deals and maintaining information about the asset that are/was given on Lease to other vendors. Herein, all the costs such as maintenance, non-maintenance, capitalized, transition costs associated with the Asset are maintained. A summary screen which involves all the costs can also be downloaded into a PDF.

Roles/Responsibilities:

- Involved in requirement gathering with client.
- Responsible for coordination between team and client on work plan.
- Integrated new requirements from client in application.
- Developed data exporting from screen to Excel and PDF format.
- Performed integration and system testing of modules and GUI

Languages Used: C#.NET, VB.NET

Web Technologies: Asp.NET, MVC 5, Web API, Typescript, HTML, Bootstrap, AJAX

Database: SQL server 2008/2012, Oracle PL/SQL

Tools and Utilities: TFS, IIS

Specialized Internships/Training

Employer: Capgemini Technology Services India Limited, India

Aug 2018 - Oct 2018

Domain: .NET

Project: Created a Hotel Management System using the 3-tier architecture with C# and SQL-Server 2008. The user can register, make/cancel a booking choosing from the options available on the application. The admin had the right to modify the screen and add/remove the users.

Roles/ Responsibilities:

- Worked in a team of 5 people.
- Responsible for organizing brainstorming, steps and actions for ideas with the team.
- Developed feature of 'User Registration'.
- Developed the feature of 'Granting rights' to the user.
- Created mockup designs in PowerPoint for screen.
- Integrated screen design with required features.
- Performed integration testing.
- Reported daily update/progress of work to seniors
- Presented the work in two stages to complete batch

Accomplishments

- **Above the Clouds Award** for HPE's edge to cloud transformation.
- **STAR Award** in Capgemini for outstanding performance and lasting contribution of the year 2021

Dr. S. Srinivas
Principal
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Chinthareddypalem,
NELLORE - 524 003

- **Fire fighter** Award in Cag Gemini for outstanding performance and lasting contribution of the year 2019.
- **Star Summit Best Poster Presentation** Award in Saveetha university of the year 2017.

Academic Background

Course	Board/University	Year of Passing	CGP/Percentage secured
B.E-Electronics and communication Engineering	Saveetha School of Engineering Chennai	2018	9.1/10
Intermediate	Narayana Junior College Nellore	2014	96.8%
State Secondary Board (SSc)	Navabharath High School Nellore	2012	9.3/10

Dr. B. Anny
 Principal
NARAYANA COLLEGE OF NURSING
 Chinthareddypalem,
 NELLORE - 524 003

JANANI KUMAR K

Associate-operations with Asset management in BNP Paribas

CONTACT

Phone

+91 80723 88485

Email

jananijohn1998@gmail.com

Address

48b, 1st Main Road,
Balaji Nagar, Chennai,
Tamilnadu 600032

EDUCATION

MBA (Finance and System)
BHARATHIDASAN UNIVERSITY
MAY 2019 - APR 2021

**ICSI - (Company Secretary
FOUNDATION) - FEB 2018**

**B. Com (General) St. Joseph's
College of Arts and Science
MAY 2016 - APR 2019**

SKILLS

- Automation in VBA Macro.
- Advanced Excel, Power BI
- Microsoft Suite.
- Fluent in Tamil, English, French (Basics)
- Web / Tech Savvy

PERSONAL DETAILS

- DOB : 21-Dec-1998
- Nationality : Indian
- Marital status: Unmarried

Date:

Signature
(Janani Kumar)

CAREER OBJECTIVE

Being a B.Com., & Postgraduate in MBA Finance and systems with over 2.5+ years of experience in the field of Investment banking with utmost confidentiality, possessing good knowledge in products and operational structure of cash & Asset management. I have acquired and exhibited most conducive skill for a dynamic business environment.

EXPERIENCE

ASSOCIATE - OPERATIONS WITH ASSET MANAGEMENT

BNP PARIBAS Global Securities Operations, Chennai, India (Investment Banking) May 2022 - Present

KEY RESPONSIBILITIES

- Perform reconciliation by means of investigating cash exceptions on Aladdin (dedicated software by Blackrock Solutions) on daily basis ensuring all breaks resolved and cleared at the earliest opportunity.
- Posting (after validation) Aladdin cash entries for miscellaneous income and expenses identified from bank records and making sure transactions are settled at custodian end and accurately reflected in internal systems.
- Coordinating with Custodians, Fund Accountants and Portfolio managers and teams like Front office & Middle Office support.
- Worked on the core activities of the team such as, manual uploading SWIFT -MT950, MT940, MT599 and trade analysis like positions checking and providing settlement date.
- Acquainted with the basic structure of Asset creations and validations for the products using various tools and applications and Validating the (CSDR) Central Securities Depository regulations penalties well settled or not.
- Escalation of unresolved/unusual/long outstanding transactions to senior management, Ensuring all controls and checks are well performed that includes preparing KPIs, review daily Controls checklist and Corporate action claims call back to the counter parties.
- Coordinates updates of the portfolio investment plan, iterating various scenarios of portfolio composition and providing results and maintaining all past, present and future asset data and KPI records.

OFFICE PROJECT - MACRO

- **"To be actioned-Mail"**

Macro done to extract the mail which is archived but not replied in MS Outlook (Success).

- **"Investment Center Communication"**

Macro done to highlight certain type of products (Million) to portfolio Manager (Success).

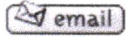
- **"ATX"**

Macro has been created to automatically save 80 reports in a timely manner

Oy B. Chinnay
Principal

NARAYANA COLLEGE OF NURSING
Chinthareddyapalem,
NELLORE - 524 003

Shashikanth G



: - shashikanthgurram.hr@gmail.com



: - 9493616179

HR SKILLS

- Staff Recruitment & Retention
- Employee Relations
- Statutory Complains
- Compensation & Benefits Administration
- Immigration
- Procurement and Vendor Management
- Orientation & On-Boarding
- Training & Development
- Performance Management
- Organizational Development
- HR Policies & Procedures
- Contract Management(Legal)

Overview:

- **Total 14+ years of experience in HR Generalist (Operations)& Recruitment.**
- Worked in a team as well as worked as an individual contributor.
- Good knowledge of HR processes and has experience in handling clients.
- Good Knowledge on NABH Process in HR Department
- HR Budget Preparation for the Organisation
- Completed NABH 5th edition Final FullAssessment Successfully in KIMS hospitals Pvt Ltd organisation without any NC's in HR department
- worked as a core member of quality Committee for NABH Audit in KIMS Hospitals Pvt Ltdorganisation.

PROFESSIONAL EXPERIENCE

1. Narayana Medical College & Hospital

Duration : February 2023 to till Date(1 Years 4 Month)
Department : HR
Designation : HR Head
Location : Nellore

Role and Responsibilities: -Reporting to the MD, MS, Principals & Founder of Narayana Group in Nellore unit (which includes Medical College, Hospital, Nursing College, Dental College &Pharmacy Collegemy work involves looking after complete HR Operations & Generalist & Administration activities of NMI (Narayana Medical Institution Nellore)

- HR Policy formulating & Implantation
- Performance Management System (PMS)
- Payroll
- Statutory Management Services
- Training & Development

Others:

- Yearly HR Budget preparation and presenting to management for approvals.
- General Administration activities including Staff Uniforms, ID cards,
- Looking after Liaison activates with statutory bodies and licensing authorities such as Municipality, and EPF, ESI, and Labour welfare.

DY. B. Srinivas
Principal

NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003

- Framing HR Policies, Employee Handbook, Ker Job responsibilities, HR Formats Monitoring Time-Office, Leaves and pay-roll, Managing Performance Appraisal system.
- MIS: Responsible for the preparation of MIS reports to the Management from time to time. Also monitor the employee compensation in staffing division to ensure compliance to budget,

2. KIMS HOSPITALS PVT LTD

Duration : January 2018 to January 2023(5 Years 1 Month)
Department : HR
Designation : HR Manager
Location : Anantapur

Role and Responsibilities: -Reporting to the MD in Anantapur unit and Group CHRO, my work involves looking after complete HR Operations & Generalist & Administration and NABH Process activities of KIMS Anantapur Services such as.

Payroll:

- Collecting Attendance from site concern person
- Preparing breakup & Invoice as per the format
- Highlighting PF & ESIC contributions
- Preparing salary statement and share with concern location for checking of employee bank accounts
- Payroll Management: - Compensation, Payroll Basics, Salary Calculations, PF, ESI fillings & returns, PT, TDS, Bonus & Gratuity Calculations

Statutory Management Services

- Statutory Compliance
- ESIC Act
- Employees Provident Fund
- Registration of Labour Licenses
- Maintain Contract Labour Act
- Shops & Establishment Act
- Professional Tax
- Filing all Statutory & Labour Returns Etc.,
- Minimum Wages Act
- Bonus Act

Employee Relations

- Drive and oversee all employee relations initiatives within the organization.
- Lead on the employee relations aspects of proposed changes to the business structure
- Contribute to the development of the Human Resource function by developing an ER strategy that is aligned with business needs
- Advise and support all parts of the business on employee relations matters to ensure their effective management. Issues include: disciplinarians, grievances and performance issues.
- Advise and guide on pay related matters: pay reviews, reward projects, changes to pay related terms etc
- Manage the employee relations team effectively to ensure objectives are met.
- Coordinating with HO team for enrolling & renewal of Medclaim cards
- 100 % Closures of Employee Hot line grievances
- Handling grievances & queries of the employees related to Salary, Leaves, Attendance, Promotion, and Transfer etc.

Training & Development

- Identifying and analyzing Training & development needs
- Key member in preparation of annual training calendar
- Evaluation of training programmes at work places
- Evaluating training effectiveness through feedback forms
- Identification and Nominating the internal and external trainers
- Monitoring and control of the annual training budget

Performance Management System (PMS)

- Educate and train the employees and department heads for Goal Setting process
- Monitoring mid-term appraisals and guide the HOD's for corrective actions if any
- Collecting appraisals from the departments and evaluating performance appraisals based on company norms and send the recommendations to the corporate office

Recruitment:

- Interviewing the candidate
- Selecting the candidate
- Posting the job requirements in multiple job portals
- Short listing the candidates
- Scheduling the interview

Joining Formalities:

- Issuing offer letter to selected candidate
- Preparing welcome poster
- Giving induction to new joiner
- Providing required stationery
- Collecting Hard Copies of employee's educational certificates and id proofs
- Coordinating for ID card
- Preparing salary breakup, if required
- Issuing appointment letter

Others:

- Yearly HR Budget preparation and presenting to management for approvals.
- General Administration activities including Staff Uniforms, ID cards,
- Looking after Liaison activities with statutory bodies and licensing authorities such as Municipality, and EPF, ESI, and Labour welfare.
- Framing HR Policies, Employee Handbook, Ker Job responsibilities, HR Formats Monitoring Time-Office, Leaves and pay-roll, Managing Performance Appraisal system.
- MIS: Responsible for the preparation of MIS reports to the Management from time to time. Also monitor the employee compensation in staffing division to ensure compliance to budget, billing and track any deviations through MIS and highlight the same to the senior management for further action.
- Active member of NABH Process Committee member

3. Sravan Shipping Services Pvt Ltd.

Duration : October 2015 to January 2018 (2 Years 3 Month)
Department : HR Operations
Designation : HR Manager
Location : Visakhapatnam

Dr. Reddy
Principal
NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003

Role and Responsibilities: -Reporting to the Managing director, my work involves looking after complete HR Generalist & Administration activities of SSSPL Services such as.

Payroll:

- Collecting Attendance from site concern person
- Preparing breakup & Invoice as per the format
- Highlighting PF & ESIC contributions
- Preparing salary statement and share with concern location for checking of employee bank accounts
- Payroll Management: - Compensation, Payroll Basics, Salary Calculations, PF, ESI fillings & returns, PT, TDS, Bonus & Gratuity Calculations

Statutory Management Services

- Statutory Compliance
- ESIC Act
- Employees Provident Fund
- Registration of Labour Licenses
- Maintain Contract Labour Act
- Shops & Establishment Act
- Professional Tax
- Filing all Statutory & Labour Returns Etc.,
- Minimum Wages Act
- Bonus Act

Recruitment:

- Interviewing the candidate
- Selecting the candidate
- Posting the job requirements in multiple job portals
- Short listing the candidates
- Scheduling the interview

Joining Formalities:

- Issuing offer letter to selected candidate
- Preparing welcome poster
- Giving induction to new joiner
- Providing required stationery
- Collecting Hard Copies of employee's educational certificates and id proofs
- Coordinating for ID card
- Preparing salary breakup, if required
- Issuing appointment letter

Others:

- HR Initiatives – Defined processes and designed templates. Initiated Performance Appraisal Process, Exit Process, have prepared the Employee Handbook for the company. Have been involved in the policy making team. Responsible for amendment of policies. Coordinated with Health Insurance Company and got medical health Policy to the organization which is running successfully as a HR Initiative.
- General Administration activities including Staff Uniforms, ID cards, Monitoring Housekeeping, Repairs and maintenance, Security, canteen, Emergence Transport, monitoring with Billing Department with regard to insurance companies, Private / Public companies, TPA's
- Looking after Liaison activates with statutory bodies and licensing authorities such as GVMC & VUDA, Municipality, and EPF, ESI, and Labour welfare.

Dr. B. Anny
Principal
NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003

- Framing HR Policies, Employee Handbook, Key Job responsibilities, HR Formats Monitoring Time-Office, Leaves and pay-roll, Managing Performance Appraisal system.
- MIS: Responsible for the preparation of MIS reports to the Management from time to time. Also monitor the employee compensation in staffing division to ensure compliance to budget, billing and track any deviations through MIS and highlight the same to the senior management for further action.

4. Prospance InfoTech Private limited.

Duration: February 2012 to July 2015(3 Years 5 Month)


Department : HR Operations

Designation: Sr. HR Analyst

Location : Bangalore

Role and Responsibilities: -

- Offer letter preparation, induction and background verification activities for the new hires.
- Responsible for the preparation and negotiation with respect to the MSA, Contract Agreements and PO.
- **Procurement**- Issuing and modifying Purchase Order/Work Order
- **On-boarding** - Initiating BGV and send New Hire Package to all new joiners (includes offer letter and other documents). Sharing reporting instructions to all new hires. Collecting required documents at the time of On-boarding Maintain clear understanding of policy/legal requirements for I-9 processes. Maintain, monitor and provide compliance reports internally. Comply with I-9 requirements and administer E-Verify. Prepare/send new hire "welcome" emails and evaluation reminders to managers. Support all human resource functions, including compensation, benefits, 401K administration, compliance, employee relations, recruitment, safety, and training and development.
- **Payroll** – Following up with employees for timesheet and checking total billable hours and Leave and provide updates to accounts team. Worked closely with US team with regards to direct deposits and updating information in ADP Portal.
- **Legal** – Preparing and reviewing Master Service Agreement (MSA) and Contract. Contract negotiations with clients and also reviewing and modifying clauses in the agreement as per the company standards. Working with clients and vendors for payment terms and conditions.
- Manage the association between Prospance and the Customer, and between Prospance and subcontractors/vendors.
- Doing SOW calculation for Prospance Inc clients and sharing with account manager.
- **Immigration** – Filing Labour Condition Application (LCA) for new hires as well as for location/project change. Guiding employees to fill Immigration questionnaire.
- **Teamwork**: Work as part of a team, which may be virtual or multi-functional. Seen as a resource to the team in one or more functional or business areas. A trusted advisor inside and outside the team/functional area.
- **Employee Relation Activities** – Taking care of 200 Employees rendezvous, organize regular employee meets, employee rendezvous activities, and employee satisfaction survey for all employees to understand their grievances and work along with the management to address the same. Handling Employee queries and updating about medical, Insurance, 401 K and other HR benefits plan. Employee Connect Call- Collecting Feedback on various programs and sharing updates, Tracking Employee Referrals and Bench Candidates.
- **Employee Performance Handling** -Coordinate with the project managers to identify the employee performance and training needs to ensure growth of prospective employees.
- **MIS**: Responsible for the preparation of MIS reports to the Management from time to time. Also monitor the employee compensation in staffing division to ensure compliance to budget, billing and track any deviations through MIS and highlight the same to the senior management for further action.


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- Work with the key customers and internal business development team, Client HR team, and the Account Managers and contribute to the staffing business. Also drive the out location recruitment activities independently.
- Accountable for the Daily Dashboard, Employee headcount on daily basis, Reports – Preparing Employee Revenue Report, Head Count Report, Gross- Margin Report, HR Summary tracker
- **HR Initiatives** – Defined processes and designed templates. Initiated Performance Appraisal Process, Exit Process for India team, have prepared the Employee Handbook for the company. Have been involved in the policy making team. Responsible for amendment of policies.
- Taking care of HR Administration for the nightshift employees in the offshore office (India) and conducting events and birthday parties for the nightshift employees

5. G. S. S (I) Pvt Ltd.

Duration: March 2009 to December 2011. (2 Years 9 Month)

Department : HR Operations (Owner)

Location : Bangalore

Role and Responsibilities: -

Recruitment & Selection:

- Good exposure of handling different levels of recruitments and interviewing candidates for a wide variety of technical & non-technical requirements.
- Sourcing of CVs from headhunters, Job Portals, employee referrals etc.
- Scheduling and conducting interviews; screening of candidates.
- Verify candidate's educational background, work experience, career expectations and salary negotiation.
- Releasing offer letters.

Performance Management:

- Drafting and distributing the signed KRA Sheets for all functions.
- Co-ordination of promotions, disbursement of incentives and annual increments for all.
- Supporting all for filing their appraisals form
- Analysis of the appraisal data and preparing a consolidated report.

Training & Development:


- Identifying the training needs at the Project and Center Level.
- Organizing and coordinating the training programs.
- Evaluating the training effectiveness based on the feedback collected from the trainees.

Employee Data Management:

- Maintain HRIS
- Maintaining the cost center sheet and keeping a track of the site-head count.
- Updating the Organization chart on a quarterly basis.
- Generating weekly reports, and sharing it with the Magement.

General HR Activities:

- Formulating various organization wide processes and policies.
- Conducting induction program and guide through joining formalities.
- Organizing & coordinating various employee engagement programs.
- Communicating the HR policies and handling employee queries regarding the same.


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- Communicate resignations to concerned departments, facilitate exit process, conduct exit interview and prepare an interview report for business unit head.

6. Sixsigma Softsolutions Pvt.Ltd.

Duration: August 2007 to June 2008.(11 Month)

Department : HR

Designation: Resource Executive

Location : Bangalore

Role and Responsibilities: -

Talent Acquisition:

- Interacting with clients for requirement and follow ups.
- Understanding the requirement and providing them with relevant profiles.
- Generate candidates from various sources like Job portals, Database and referrals.
- Screening and short listing the resumes according to client requirement based on required skill sets and other requisites.
- Conducting preliminary round of Telephonic Interview (to check communication skills, project experience, cost, notice period, attitude and other related factors)
- Coordinating end to end for the interview processes.
- Create and maintaining the database by making regular additions.
- Involved in Joining formalities and Induction Programs

General HR Activities

- Coordinating Interviews by scheduling and confirming with candidates, recruiters and Interviewers
- Scheduling, and coordinating with interview panel & candidates Coordinating with the new joinees
- Coordinate offer and turn-down process for candidates (offer letters, approvals)
- Act as point person for the candidate and Recruiting Teams during the entire interviewing/recruiting experience for candidates and key stakeholders till On Boarding
- Co-coordinating with various placement officers for campus hiring
- Exit Process (Issuing exit forms for all resigned employees and maintaining their details in the database)
- Handling Complete Exit Process
- Conducting exit formalities and Identifying causes of voluntary resignations, preparing action plan to address the same and coordinate final settlements
- Maintaining MIS reports

7. eINspire Software Solutions.

Duration: March 2007 to August 2007.(6 Month)

Department : HR Operations

Designation : Executive

Location : Bangalore

Role and Responsibilities: -

Recruitment & Selection:

- Interacting with clients for requirement and follow ups.
- Understanding the requirement and providing them with relevant profiles.
- Generate candidates from various sources like Job portals, Database and referrals.

Dr. B. Anurag
Principal
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NELLORE - 524 003

- Screening and short listing the resumes according to client requirement based on required skill sets and other requisites.
- Conducting preliminary round of Telephonic Interview (to check communication skills, project experience, cost, notice period, attitude and other related factors)
- Coordinating end to end for the interview processes.
- Create and maintaining the database by making regular additions.
- Involved in Joining formalities and Induction Programs

General HR Activities:

- Formulating various organization wide processes and policies.
- Conducting induction program and guide through joining formalities.
- Organizing & coordinating various employee engagement programs.
- Communicating the HR policies and handling employee queries regarding the same.
- Communicate resignations to concerned departments, facilitate exit process, conduct exit interview and prepare an interview report for business unit head.

Clients handled:

Bluestar InfoTech, Tech Mahindra, Tricon InfoTech, Samsung SDS, Subex Azure, Logica CMG, TCS, Wipro, HCL, Patni Computers, ABB, Genpact, Verisign Services, Satyam Computers, Mindtree Consulting. ABS INDIA, Andromeda, Apostek, Arctern, Aricent, ASRT corp., SLK software, SM Netserv, SITEL, Positive edge, Quest, IIFL.

Technologies Hired:

Web Technologies, Microsoft Technologies, Testing Tools, Back-end Database, Oracle Applications, ERP, EAI Tool, Operating System Tools, Telecom/wireless/Networking/Embedded, Data warehousing/Mainframes technologies, IT Infrastructure... etc

Skills and Competencies

- Teamwork
- Good communication
- Business Understanding and Strategy in terms of Human Resources
- People Management and Interpersonal Skills
- Policy & Process formulations and implementations
- HR Operations
- Adaptability to Organization cultures and ability to influence positive change in Organization cultures through formalized HR processes

Achievements:

- Successfully implemented medical health insurance policy for 700 employees in SSSPL.
- Had several closures especially for niche skills.
- Had the highest number of selects in almost all the walk-ins conducted
- Consistently maintained the highest number of selects and joinees in the team.
- Maintaining the high leads: offer ratio.
- Appreciated by the Manager and Clients for dedication and quality of work rendered.
- Maintaining a good rapport with the tech panels, resource managers, practice managers etc
- Was successful in increasing the Employee referral joinees for recruitment

ACADEMIC QUALIFICATION:

Dr. Arjun
Principal
NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003

E-MBA	Indian School of Business Management & Administration (ISBM) Bangalore	2009
B.E Specialization: Mechanical Engineering	Visveswaraiah Technological University(VTU)	2005

CERTIFICATIONS:

SL No	Training	Organization
1.	QMS Risk Assessment	National Board for Quality Promotion
2.	CRP Training	Alp Management Consulting.
3.	Advanced diploma in HR Management	Ajax management Consultants Private limited.

Computer Proficiency

MS Office (Mainly Word and Excel – V-lookup, Pivot, Data Validation, Mail Merge etc.)

Regards

Shashikanth G

D.V. Balaji
Principal
NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003