

KRISHNA TEJA

Email: Krishnatejamadduluri7@gmail.com Krishna7799424493@gmail.com

PH: +91 7799424493

Experience: 4 Years 8 Months

Senior HR: Tek Ninjas Solutions LLC

(July 2022 to Present)

- Sharing Onboarding documents with candidates (ADP Registration, ACH Form, Employee agreement, EmergencyContact form i-9 & W4 forms) and collecting the documents within 24 hours.
- Preparing i-9 & E-Verify in the online portal
- Preparing (Offer letters & Experience letters & BGC Forms COI'S sharing to Vendor).
- Handling BGC & BGV call from a third party.
- Maintaining good tracker submitting to my Reporting Manager.
- Sending MSA & PO to the immigration team what they requested documents.
- Adding all details in ceipal portal (Employees' Work Authorization, passport, i-94 form, and e-verify in portal)(Client Details, Vendor details).
- Signing Contracts and completing the paperwork's within a timeline.
- Contracts with a solid understanding of Paperwork, Reviewing, Negotiation of MSA, Work orders and Addendum, etc.
- Expert in team working with HR, Accounts, Payroll, and Immigration for the smooth process
- Maintaining MIS reports on a daily, weekly, and monthly basis and sharing with management evaluates the performance of the Contracts team
- Good in dealing with and resolving problems and issues which arise escalations from clients/customers and vendors
- Good Understanding and working with the sales and marketing team to drive operations smoothly.
- Handling end-to-end complete Compliance process, collecting Consultant compliance documents like Work Authorization, DL copy, etc., and Vendor Compliance documents like I9, W9, AOI, COI etc...,
- Signing Contracts and completing the paperwork within a timeline.

Immigration

- Working on H1B Transfer, H1 Amendment, H1B CAP, H1 Extension. GC.
- Collecting all candidate's documents and submitting them to an attorney.
- Working on LCA's
- Tracking/uploading all Completed LCA's in Ceipal Portal

HR Executive TetriQ Solutions PVT LTD

(August 2021 to July 2022)

- Manage all HR-Related tasks for 70+ employees, including payroll processing employee, benefits program, Documentation, Interviewing, Training, and onboarding of new recruits
- Scheduled interviews for candidates across 10+ roles

Timesheets & Payroll & Invoice

- Checking & Updating time sheets in the portal.
- Maintaining Time-Sheet reports daily, biweekly, and monthly and sharing them with management.
- Working on worker's compensation, 401K portal, and Medical Insurance.
- Checking hours & days and calculating & crediting salaries to employees.
- Maintaining good tracker submitting to my Reporting Manager.
- Expert in team working with HR, Accounts, and Payroll for smooth processes.
- Rising the invoice to Vendors through portals (Quick books & ceipal).

Contracts Executive: Xtract it Solutions INC

(March 2020 to July 2021)

- Contracts with solid understanding of Paperwork's, Reviewing, Negotiation of MSA, Work orders and Addendum

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- Good Understanding and working with the sales and marketing team to drive operations smoothly.
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- Signing Contracts and completing the paperwork within a timeline.

Marketing Executive Araka Fresh PVT LTD

(June 2019 to November 2020)

- Preparing the orders as per the client's orders.
- Handling all vegetables ordered from the market.
- Maintaining the Excel sheet as per the payments from the clients.

PROFESSIONAL EXPERIENCE

- Review and sign the Master Service agreements, Work Orders, Addendums, NCA and NDA documents and all supporting documents.
- Flashing Dashboards to management on the weekly basis
- Dealing with and resolving problems and issues which arise from Vendors and Clients.
- Working with the sales and marketing team end to end to understand the placement and to complete paperwork's within a timeline
- Collecting all Consultant and Compliance documents
- Ensuring to complete the paperwork's receive countersigned documents and coordinating between consultant and vendors/Clients on the start date of the Projects
- Negotiating Clauses in the Agreements as per our company-specified terms and conditions.
- Signing the Contracts and collecting countersigned documents and providing all supporting documents to vendors/clients.
- Tracking/uploading all Completed paperwork in Ceipal Portal for further process for the Accounts team to initiate
- Invoices to vendors and collecting timesheets from consultants
- Collecting Candidate details with the help of the HR Team and uploading all consultant details in Ceipal portal.
- Set up new targets to the Contracts Team every month and try to increase the performance in Quality and productivity
- Handling Escalations from Customers on Candidate and our company side and trying to resolve
- Responsible to share all Compliance documents with Vendors within the timeline given.

Educational Details:

- Bachelor of Science in Engineering at Annamalai University Chennai.
- Diploma from Pace Institute of Technology Sciences College, Ongole.
- SSC from "ST Arnolds High School", Ongole. (Board of Secondary Education).

Technical Skills

- Operating systems: Windows XP, Windows 7
- MS office: 2007, 2010

Strengths

- Proven ability to manage through others.
- Strong decision-making and problem-solving skills.

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- Able to motivate and lead others in a team environment.
- Good communication skills, both written and verbal.
- An ability to build rapport and trust quickly with work colleagues.
- Able to prioritize tasks and workloads in order of importance.
- Track record of delivering results within with deadlines

Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and bear the responsibility for the correctness of the above particulars

Date:

Place:

M. Krishna Teja