

# Resume

**Suneel Kumar P**

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## **Professional Synopsis:**

- ✓ A HR professional with 1+ years of functional experience in the HR Domain. Good experience in HR Generalist Roles and can work effectively both as a team member as well as Team Lead.
- ✓ Excellent interpersonal skills with ability to build and maintain strong rapport with all levels of employees.

## **Core Competence:**

- Employee Relations
- Recruitment
- Employee Engagements

## **Educational Qualifications:**

- Btech (EEE) from Narayana Engineering college, Guduru (JNTU Ananthapur) in 2020 with 72%.
- Intermediate., (M.P.Cs) from Sri Srinivasa Junior College, Balayapalle, (IPE), in 2016 with 84.4%.

## **Experience Details:**

**Current Organisation:** *Colgate-Palmolive India Ltd*

**Period** : 4<sup>th</sup> July 2022 to Till Date

**Designation** : JR Executive - Neem Operations

**Address** : 6000, Central Expressway, Sathyavedu(Mandal)  
Chittoor(Dt) , Andhra Pradesh.

## **Roles and Responsibilities:**

### 1. Recruitment & Selection:

- Sourcing the profiles as per the requirement of the company through various sources.
- Arranging interviews for the rightful candidates.
- Communicating the shortlisted profile on further selection process and doing their joining formalities with statutory executive.

## 2. Payroll Management:

- Involved in complete payroll inputs for both Associates and Temporary staff.
- Attendance Management
- Calculation of Man-hours for every day and every month.
- Calculation of Leave balances EL, CL, SL and etc., and entering the same in to SAP software(SAP-Kronos).
- F&F, Gratuity and Bonus Calculations

## 3. *ER and Engagement Roles*:

- Maintenance of employee personal files and employee MIS along with payroll system.
- Distribution of gifts for marriages, festivals and for any special prospectus as a token of employee engagements.
- Issuing the letters like warning, show causes and reliving/service letters.
- Conducting exit formalities.

## 4. *Admin Roles*:

- **Transportation Management**
- **Security Management**

<b>Previous Organisation 1</b>	<b>:Isuzu Motors India Pvt Ltd</b>
<b>Period</b>	10thJul2020 to 09thJul2022
<b>Designation</b>	<b>: Neem Trainee</b>
<b>Address</b>	: 6000, Central Expressway, Sathyavedu(Mandal) Chittoor(Dt) , Andhra Pradesh.

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## **Expertise:**

- A good team player and can also work independently.
- Maintain good inter- and intra- personal skills with good communication skills.
- A Quick Learner and enthusiastic to learn more.
- Self confident with a Can Do mind-set.
- Ability to adapt to changes very quickly

## **Technical Skills:**

Packages : MS- Office (Word, Excel, Powerpoint)

**Personal Profile:**

**Father Name** : Mr. P suresh  
**Mother Name** : Mrs. Aadhemma  
**Date of Birth** : 26-10-1999  
**Gender** : Male.  
**Marital Status** : Single  
**Languages Known** : English, Telugu  
**Current Address** : BC Colony,Chennur(vi),Gudur(M)  
SPSR Nellore Dt, Pin-524121

**Declaration:**

I do here by state and declare that the above information furnished is correct to the best of my knowledge and belief and I am solemnly responsible for the above stated facts.

Date:

Place:

*(Suneel Kumar .P)*