

**VENUGOPALRAJU**

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## **PROFESSIONAL SUMMARY:**

Experienced HR and Administration professional with over 7+ years of comprehensive expertise in successfully managing and enhancing organizational efficiency through strategic human resource management and streamlined administrative processes. Proven track record of driving talent acquisition, employee development, and workplace optimization. Adept at fostering a positive and inclusive work environment while ensuring adherence to policies and regulations. Exceptional communication and leadership skills combined with a strong commitment to delivering impactful results.

## **EXPERIENCE:**

### **3i-Infotech Limited**

**Associate-Manager- Business HR | July 2022 to April 2024.**

#### **Job Description:**

- **HRBP** for business unit handling from entry to exit.
- On-boarding of Employees transfer processes and Co-facilitates Induction for new hires
- Planning and conducting on boarding activities, induction, buddy management and support with local logistics arrangements.
- On-boarding of Employees in the HONO HR portal data change, resignation, clearance and issuing Relieving and Experience letter.
- Initiating BGV process and following up for pending documents
- In charge for all HRMIS
- Handling Regular HR and Admin activities on daily basis
- Organise and conduct Employee Engagement activities.
- Nominated as an Employee Champion, First point of contact for all the HR and Admin activities.
- Manage and coordinate for all External and Internal Audits
- Find ways to build morale, improve workplace relationships, and boost productivity and retention.
- Coordinating with the Business leaders for PMS process of the Employees and arranging review conversations
- Resolving Employees queries on PF, ESI, and Health insurance policy
- Coordinating, verifying, and processing Vendor payments
- In charge for Security and Housekeeping staff ensure zero escalations
- Managing Employees seating arrangement in the Portal for New joiners and Exit employees.
- Arranging Travel, Accommodation for the Employees.

## **GR Infra Projects LTD**

**Senior Executive HR & Admin | March 2020 to June 2022.**

### **Job Description:**

- Recruitment of Employees and On-boarding of Employees
- In charge for Time office functions including monitoring and preparing attendance, inputs for payroll, Incentive, Advance, Leaves, Absent, late coming, salary disbursement, Pay slips generations, etc.
- Handling Regular HR and Admin activities at site on daily basis
- Updating Employees details in SAP Success Factor and maintaining data, Joining, Transfer request, Full and Final and Clearance of Employees in SAP Success Factor.
- In charge for all HRMIS
- Complete the exit formalities i.e. forward the resignation to competent authority, after acceptance clearance from all the concerned department, exit interview and settle the full and final as per company policy.
- In charge for **PMS (Performance Management System)** implementation at site of all Employees
- Conducting Review conversations with Employees and Reporting Manager at regular Intervals
- Briefing company policies, vision and values to new Joining's and assigning Goal sheets as per their role defined.
- Ensure that Performance Appraisal forms (at the time annual appraisal / probation and contract completion) reach corporate HRD in time.
- Ensure that Performance Planning/Quantitative Measurements (at the beginning of financial year/change in job profile) reach Project Head in time.
- Ensure that the appraisal is based on the overall performance of the projects.
- Hire / lease of vehicles for organizing the daily transportation requirements of employees at Site. In addition, In charge for arranging rail / air travel for the employees at site as per their eligibility.
- Establish and maintain the dining facility / Mess at site.
- Co-ordinate and ensure attendance / gate passes for all Sub-contractors' labour.
- Monitor mobilization / demobilization of identified manpower for the Project.
- Carry out regular feedback from staffs on dining facility, accommodation and other welfare measure.
- Timely renewal of all required license, arrange for inspection of statutory registers and records.
- Solving day to day grievances and evolving a cause analysis solution with step ladder grievance redressing procedures, initiating disciplinary procedures and actions against misconducts by framing charge sheets, conducting domestic enquiry and implementing orders, issue of warning and memo letters. Expertise in dispute handling

## **Ramky Enviro Engineers LTD. (Ramky Group)**

**Senior Executive HR&Admin | Aug 2018 to Mar 2020.**

### **Job Description:**

- Accountable for entire Recruitment process - Preparing competency mapping, identification of manpower needs, screening profiles (using job portals, job posting, employee referral, career sites), Interview process (Telephonic/ Preliminary/HR/Test) Background verification, Salary negotiation, sending Offer to the candidates.

- In charge for the Exit interview process and full & final settlement. Relieving/Termination letter, Experience letter, Salary certificate, PF.
- General Briefing about the company policies and procedures, Introduction to the relevant HOD and staff members. Taking charge of Opening bank account, Email ID creation, ID card for newly joined employees.
- Creating and updating employees' personal files & records.
- In charge for allocating duties, Shift planning and monitoring.
- In charge for employees' engagement activities and retention. Timely redressal of Grievances of employees. Managing healthy industrial relationship.
- In charge for handling P.F., ESI & P.T. (Submission of monthly Challans & forms on time)
- Handling LWF Contribution & Return.
- Handling Grievances and IR issues.
- In charge for Issuing the circular, Scheduling meetings & preparing minutes, House Keeping, Cafeteria, Library, Visiting card and Security system.
- MIS Report: In charge to submit the monthly MIS Report includes salary, Statutory, hired, left employees' details.
- Ensuring positive ER & shop floor discipline through regular connect (employee engagement), creating opportunities to learn and grow, establishing effective platforms for grievance recording and redressal etc.
- Accountable for Security, employee transport, celebrations, H/K, Guest House, Canteen, etc.
- In charge for all HRMIS
- Providing all necessary operational assistance for flawless plant operations by effective implementation of policies and processes in line with company's standard and guidelines.
- Maintaining high standards of transparency in all the systems, policies, and procedures.

Worked as an IT Recruiter **Flowerhorn IT PVT ltd Bengaluru** for 24 months.

#### **SCHOLASTICS:**

- MBA (HRM) from Limkokwing University, LONDON

#### **EXPERTISE:**

- Management of the complete recruitment life cycle for sourcing the best talent
- Payroll Processing (Calculation of Basic, DA, HRA, PT, Allowances & Deductions)
- Legal compliances (EPF Act, ESI Act, Factory Act)
- Practical Knowledge of various Forms & Challans under EPF & ESI Act etc,
- Performance Management System (Goal setting, Employee Ratings and Appraisal)

#### **DECLARATION:**

I hereby declare that all the information given above is true to the best of my knowledge.

**Place:**

**Date:**

**(VENUGOPALRAJU B)**