



H.P.KUMAR G (Sri Hari)

✉ gsrihari2023@gmail.com

☎ 7032417709

📍 Hyderabad, India

CAREER OBJECTIVE

To gain good knowledge in all aspects of the process and to enhance it with my experience of team handling and customer relations. A career oriented enthusiastic individual with a sound value system, proven ability to lead, handle multiple tasks, motivate and communicate to achieve specific goal

PROFESSIONAL ABILITIES

- Managing and coordinating recruitment and placement of Employees.
- Taking care of joining formalities of the new employee.
- Giving induction to the newly joined employees.
- Generating Employee code and issuing ID cards.
- Preparation and updating of attendance register on regular basis.
- Handling attendance records of the employee, handling the leave management system of all the employees and maintains leave and absent records.
- Providing inputs and coordinating the performance appraisal system.
- Maintaining the appraisal data of the employee.
- Issuing increment Letters, promotion, probation and confirmation letter.
- Handling employee grievances, generating MIS reports.
- Pay-Role Management.
- Have practical skilled training for newly joining employees
- PT,ESI,Gratuty and Bonus preparations

WORK EXPERIENCE

ORGANIZATION : Xeno Soft Technologies Pvt Ltd.,
DESIGNATION : Executive - HR & Admin
DURATION : 2013 to 2016

JOB PROFILE

- Office administration (travel booking, client boarding, office hospitality) & banking & payment position of sundry debtors and sundry creditors.
- Leave status of employees and monthly statement of Individual staff work-note
- Customer support information, handling the inbound calls with perfect turnaround time and quality.
- Handling total Logistics Department (With complete documentation)
- Providing quick and effective solutions to the customers by investigating their problem from its core and resolving them.
- Taking care of commercial department - Preparation of Bank Guarantee, agreements, Placing Purchase Orders, complete dispatch process,
- Issuance of internal test reports, preparation of inspection reports, follow up pending payments, solving any sort of escalations in sales order.
- Served as one Point of contact for all the operational issues.
- Maintaining the complete Filling System.

JOB PROFILE

ORGANISATION : Mind Share Software solutions.
DESIGNATION : Admin Executive
DURATION : 2016- 2023

JOB PROFILE

- Instrumental in Documentation of Leave policy, Travel policy, Exit policy, Reimbursement policy, etc. in co-ordination with Finance team
- Attendance management and payroll Management System.
- Identifying employee training needs and coordinating for the same with various departments
- Handling all the Admin activities, like Housekeeping, Filling System, etc
- Checking the Bills of different Vendors and passing the same to accounts department
- Co-coordinating with other branches and cooperative office
- Maintaining the stationery requirement for the entire office
- Arranging weekly meeting of different departments for procedure improvising
- Making payments PF, ESIC and PT and keeping the records of the same
- Dealing with new Vendors for all admin requirements.
- Minting the Fixed Assets or Capital good register.
- Co-ordination for Knowledge Management and Employee Engagement Activities
- Have been a core support to the team.
- Key role in employee recruitment from various job portals, referrals, etc.
- Process all new-hire on boarding and exit formalities including documentation (end to end)

QUALIFICATIONS

- MBA (HRM) from Annamalai University
- M.Sc Chemistry from Nagarjuna University
- B.Sc. (MPC) from RITAMS Degree College TANUKU
- Higher secondary Education from Siddhartha Junior College.
- Secondary Education from zillaparishad boy's high school.

Type Lower in English completed from Department of the Technical Education.

Diploma in computer application completed from PACE Institute.

PERSONAL PROFILE

Date of Birth : 16th February, 1983
Gender : Male
Nationality : Indian
Marital Status : Married
Languages Known : Hindi, Telugu & English
Present address : Shyam leela Nivas Sanathnagar,
Hyderabad
Permanent address : Shyam leela Nivas sanathnagar,
Hyderabad

Date:
Place: Hyderabad