

### Synopsis

A dynamic professional with over 9+ years of rich experience in Talent Acquisition, T&D compensation, Employee relations, Implementing HR policies and other areas in HRM including.

### Educational Profile:

- MBA- HR from AU, Visakhapatnam in 2010.

### Work Experience:-

- Working as a HR Manager at **Tomoegawa Aura India Pvt. Ltd Rudraram** from 7<sup>th</sup> November 2022 to Till date.
- Worked as a HR Executive at **Kirby Building Systems India Pvt. Ltd Pashamyram** from 19<sup>th</sup> December 2018 to 20<sup>th</sup> July 2020
- Worked as a HR Executive at **PMF Engineering Ltd Pashamylaram** from 10<sup>th</sup> February 2016 to 17<sup>th</sup> December 2018
- Worked as a Manager at RR GAS Agency Vetapalem From 23<sup>rd</sup> February 2011 to 06<sup>th</sup> February 2016

### Focussed Roles at Tomoegawa Aura India Pvt.Ltd

- Attendance tracking of all the employees
- Salary processing and reconciliation
- Interacting with the employees and resolving the issues
- Attending the meeting.
- Conducting awareness campaigns to aware the employees and workers.
- Maintaining all the categories of managerial works.
- Recruiting the people as per company requirement.
- Giving induction and training to the newly entered employees (joining formalities).
- Completion of the exit formalities and relieving processes.
- Appraising performance of the workers and staff.
- Tacking care on Legal liabilities of the company.
- Maintaining all the Registers and records.
- Leave Administration (like, CL, EL, and SL).
- Arrangement of Transport /Hospitality Management to Guest /Management.
- Employee profile safeguarding.
- Providing employee welfare programmes.
- Provide timely MIS reports to the management. These include manpower status, employee satisfaction, staff attendance, leave status and Extra Duties of employees etc.
- Coordinating with **HR** people Involving to Issuing the **ID, Visiting** and **Sim** card to Associates.

**Strengths:**

- Positive attitude and enthusiastic to work in teams.
- Self -motivation and good Inter personal skills.

**PERSONAL PROFILE:**

Date of Birth : 10<sup>th</sup> June, 1988  
Family Background : Un-Married  
Linguistic skills : Telugu, English, Hindi  
Present address : Ashok Nagar, R.c Puram, Hyderabad  
Permanent Address : Laxmipuram,Chirala, Bapatla Andhrapradesh

**TATAJI CHAPPATI**