**T.Nagendravaraprasad**

* +91 9100260095 myways.nagen@gmail.com

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**Career Objective**

To work and grow in an environment where performance is rewarded with new responsibilities and challenges. Prove myself to be an asset to the organization and the team by making use of the resource available.

**Experience:**

* Presently Working in Orange Tours & Travels as a HR Executive from April2019 to till now.

**Key Responsibilities**:

* Check day-to-day basis about the company’s Man power position, Absenteeism position etc.
* Providing forehand information to our Management for taking quick and correct action whenever they require and whatever they require at any time.

**Duties & Responsibilities:**

* Maintain the records for PF, ESI of all the employees and submitting their returns to concerned authorities in time.
* Administering payroll, maintaining and updating HRMIS Of employees with respect to recruitment, separation, Time keeping, Inductions for new Staff and appraisal systems etc.
* Undertaking PF and ESIC related issues (on line entry & Challan preparation).
* Responsible for administrative work, reports, day-to-day management of HR functions.
* Developing policies on issues such as working conditions, performance management, equal opportunities, disciplinary procedures and absence management
* Working closely with departments, assisting line managers to understand and implement policies and procedures.
* Assisting to accounts department in preparing the pay slips, and monthly reports.
* Advising on pay and other remuneration issues, including promotion and benefits
* Providing admin support to the employees as well as to management staff.
* Responsible for smooth running, efficient management and administration of the department.
* Assist required setting up, organizing or establishing team-building activities.
* Expatriate leave administration, leave policies for the company and monitoring as per the planning.
* Conduct entry and exit interviews for the employee.
* Conduct Entry and Exit interviews for the employees and maintain their feedback of resignation.
* Employee resignation after prepare the full final settlements in accounts department.
* All employees preparing ID cards and issues the id cards and maintains the ID card registers also.
* Every day check all employees grooming and attitude & behavior.
* Every month preparing the time registers then given the attendant sheets.
* Maintain all departments’ data bank files.
* Other duties as assigned.
* We celebrated all employees’ birth day celebrations for every month.

**Recruitment:**

* Sourcing profiles, initial screening, scheduling interviews, preparation of offer letters and compensation break – ups.

**Time Office Management:**

* Leave and attendance record, Payroll Inputs
* Maintenance of Personal Files

**Training:**

* On the job induction for new recruits for quick integration into their functions
* Preparation of Training Need Analysis Plan
* Development of Training Calendar for the year

**Employee Relation Activities:**

* Handling Employee grievances, Employee Retention
* Mentoring and counseling employees
* Involve people for various activities like National Festival celebrations, Sports & cultural activities &other Welfare activities.

**Educational Qualification**

* MBA – Human Resource Management from Aeronautical Engineering college in 2020,
* Bachelor Of Science(B.Sc(MPCS)) from R.K Degree college in 2014,
* Intermediate (M.P.C) from Aryabhatta Junior College in 2010,
* SSC from Vivekananda patashala in 2008

**Personal Profile**

Name                     : T. Nagendravaraprasad

Father Name          : T. Pedda gangaiah

Date of Birth          : 14.02.1993

Sex                        : Male

Languages : English, Hindi, and Telugu

Present Address : 6-8/111, Qhuthbullapur road, Suchitra, Hyderabad-500067

Place:

Date:

 T. Nagendravaraprasad