Putcha Venkata Srinivas, B.Com

Hyderabad, Telangana pvsrinivashrd@gmail.com 9000682683

Address:12-13-705/6/1,First floor, Beside SS heights, Sai Nagar, Tarnaka, Secunderabad,500017

DOB:24/01/1960



## Senior Manager-HR

Prathista Group - Hyderabad, Telangana from November 2007 to June 2020

An ISO 9001, 14001 & OHSAS 18001 and DSIR Certified Company.

**Line of Proficiency and knowledge gained:**

1. HR and administration work-Right from vetting of application, conducting personal interview;

 recruitment formalities like employment agreements, offer letters, appointment orders,

 maintaining personal files, conducting appraisal meetings and involving in annual increments.

 Responsible for exit formalities also.

1. Office routine administration like housekeeping; engaging vehicles for local as well as outstation.
2. Entering AMC with equipment suppliers, travel agents, courier companies, hotels etc.
3. Arranging annual insurance coverage to take care of all types of risks like company property, vehicles and workers etc.
4. Supervising and maintaining office and factory staff/workers discipline
5. Coordinating between Director-Operations/Manager-HR at factory and top management
6. Conducting Training programs for office/factory staff and workers
7. Receiving and taking care of company guests and extend hospitality to them.

1. Liaison work with government and other agencies to expedite the work related with the employer for quick results
2. Responsible for timely renewals of various government licenses, marketing licenses, agreements and various certifications.

 **Prior to my joining with Prathista group my 25 years of experience and association with**

 **other companies like Pharma, Footwear, Printing, Imports & Exports and Book publishers**

 **which are very reputed in the market in the states of Telangana and Andhra Pradesh**

# **Skills**

* Team Management
* HR and Administration
* Training

 **Languages known**

English,Telugu,Hindi

# **References**

* 1. **Sri Bh.S.G.Vittal Retd.Sr.Manager, A.P.S.F.C.**

**Chirag Ali Lane, Hyderabad Mobile: 996354459**

* 1. **Sri M.Lakshmi Narayana, Company Secretary, Prathista Industries ltd, Mobile no:9177231296**

# **Preferred Location**: Hyderabad

 **Expected salary**: As per company norms

 **Declaration**:

 I hereby declare that the details mentioned in the resume are true and correct to the best of my

 knowledge.

#  **(P.V.SRINIVAS)**

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#  **Date:13-07-2020**