**Application for the post of “ HR ”**

CH.NARASIMHA MURTHI,. M.A Social Work,

M.A (PM & IR), L.L.B., B.Com.

C/o. Dakamarri Ramarao,

Dr.No.42-39-24, Luna Center,

Ajit Singh Nagar, **Vijayawada.**

**Krishna District, Andhra Pradesh,**

**India. PIN Code: 520015.** E-Mail ID:[chnm.murthy@gmail.com](mailto:chnm.murthy@gmail.com)

Cell No: 98853 53898, 63017 83065

Skype ID: live:d3bf0a22524cc420

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**BRIEF ABOUT:**

I born and brought-up in Tadepalligudem, West Godavari District, Andhra Pradesh, India. I completed **M.A Social Work, M.A (Personnel Management and Industrial Relations), Bachelor of Law, B.Com,** PGDCA and PG Diploma in Journalism.

I have been working in Human Resources, Welfare, Administration, Legal Departments and Social work as different levels for over **9 years in various organizations.**

**EXPERIENCE :** Working as **MANAGER-HR & Admin.** in

Bharath Salt Refineries Ltd., Near Kona(Via), Sivaganga Temple, PALLETUMMALAPALEM, Machilipatnam Mandal, Krishna Dist, Andhra Pradesh, India. from April 2017 to till date.

Worked as **Asst. Manager-HR & Admin.** in

**Southern Drugs & Pharmaceuticals,** N.H-5 Road,

**Dowlaishwaram-533 125**, Rajahmundry Rural,

East Godavari District, Andhra Pradesh, India.from

September 2006 to July 2009.

Worked as **Sr.Executive - Admin. & HR** in

**Srinivasa Fertilizers & General Goods,** Main

Road, Tadepalligudem, West Godavari dist., A.P.

India from September 2003 to August 2006.

**Work experience :**

1. **Recruitment:**

* Sourcing Profiles from Job Portals & LinkedIn.
* Coordinating with the Technical panel and understanding the requirements, defining job positions.
* Resourcing, screening and short listing resumes through various job portals, internal reference and head hunting.
* Short listing the resumes based on desired skills and experience.
* Advertising vacancies, screening and short listing and conducting interviews
* Preparing offer letter, employment contract and job descriptions.
* Fulfilling joining Formalities
* Marinating Recruitment Database Tracker

1. **Payroll Management:**

* Transactions (Attendance Inputs, Records, ESI, Payroll, PF, Professional Tax, Advances, Loans, Bills, Leave Management).
* Bonus and Gratuity Calculation.
* Ensure compliance and accuracy with regards to Payroll and incentive computation.
* Maintaining employee records*.*
* Facilitating PF & ESI benefits to the Employees.
* Generate Temporary ESI Cards for New Employees.
* Issuing salaries through Bank Accounts.
* Update of Leave and C-Off of all employee’s manually.

3 **HR Administration:**

* Manage HR processes, Policies and Procedures.
* Manage attendance and leave systems.
* Maintain various HR reports.
* Responsible for issuing all communication routed via HR GM to employees viz. Experience Letters, confirmations, and Maintaining employee records, separation formalities etc.

1. **Statutory Compliance :**

* Excellent **knowledge about The Factories Act 1948 &**Periodical returns filing.
* **Good knowledge about The Andhra Pradesh Factory Rules Act, 1950.**
* Familiar with statutory compliance under various Labour Laws.
* **Good knowledge about The Shops & Establishment Act, The Contract Labour Act, Bonus Act, Maternity Act, Motor Transport Workers Act, Gratuity Act, Minimum Wages Act, Migrated Workers Act, Building and Other Construction Workers Act.**

1. **Other Activities:**

* Over all HR activities such as employee joining to settlement.
* Managing the end to end Recruitment Selection Process.
* Personnel, establishment and service matters, promotion, pay fixation, disciplinary proceedings.
* Wages, Incentives, Fringe Benefits, other non- monetary Benefits, implement rewards / recognition.
* **Monitoring and implementing of Labour Health, Safety, Welfare rules etc.,**
* Ensure periodical interaction with the Trade Unions and Workmen to understand their issues and propose solutions.
* Take care of Canteen and First Aid/Medical Facilities.
* General administration, housekeeping, security arrangements, Estate and Guest House management, Transport Management and Conducting review meetings.

**QUALIFICATIONS:**

# Academic : M.A in Social Work. (Two Years duration)

# M.A in Personnel Management &

# Industrial Relations (PM & IR).

# (Two Years duration)

# Bachelor’s Degree in Law (Three Years)

# Bachelor’s Degree in Commerce.

# Post Graduation Diploma in Journalism & Mass Communication(PGJMC).

Technical : Typewriting Telugu Lower Grade from AP   
 Technical Board. Paper-1=86, Paper-II=73

marks.

* Typewriting Hindi Lower Grade from AP Technical Board. Paper-I=60, Paper-II=64. District Second place in Hindi Lower.
* Typewriting English Intermediate from Board of Intermediate. Paper-I=93/100, Paper-II=152/200.
* Shorthand English Intermediate from Board of Intermediate. Paper-I=59/100, Paper-II=46/50

Note : Studied Intermediate Office Assistant Ship (OAS).

* Specialization of Office Management (31/50

marks)

* Secretarial Practice (30/50 marks)
* Business correspondence (35/50 marks)

Accounts Packages: Tally 7.2 , Focus, Wings, Ex (NGN).

**COMPUTER SKILLS:**

Certificate **:** PG DIPLOMA IN COMPUTER APPLICATIONS

Languages : C, C++, Oracle, VB, SAD.

Operating System : MS-Dos, Windows

Packages : MS-Office, Photoshop, FoxPro,

**PERSONAL DETAILS:**

# Name : CHIKKALA NARASIMHA MURTHI

### Father’s Name : SUBBA RAO

Date of Birth : 1st July 1979

Marital Status : Married

Nationality : Indian

Religion : Hindu

Passport No : K 2209929

Permanent Address: CH.NARASIMHA MURTHI,

S/o. CH.Subba Rao, Dr. No.7-9-38(1),

Kodevari Street, 12th Ward, OLD TOWN,

**TADEPALLIGUDEM – 534 101**

West Godavari District, Andhra Pradesh, India.

Reference:

1. KagitaManikanta, Hyderabad, Mob#: 9032738725
2. V.Lakshminarayana, Tadepalligudem, Mob#: 9440128669

3) Ch.Anaand Kumar, Machilipatnam, Mob#: 7396036399 for professional

enquiry.

Expected salary : As per company norms

Time required for joining: 15 days

Place : Vijayawada ****

Date : **(CH.NARASIMHA MURTHI)**