***Resume***

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Sir,

Sub: - Application for the Post of-----------------

I am an Energetic, innovative and motivational Administrative Manager with more than 21 years of Experience in which more than 15 years in Construction, Infrastructure Projects dealing with different kind of Projects like National & State High Ways, Power plant construction & Pipe line Projects etc.

I furnished here-under my full details.

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| Full Name | **:** | Talluru Tirupathi Rao |
| Father’s Name | **:** | Venkata Ramana Murthy(Late) |
| Address | **:** | Balaga, Srikakulam -532001 |
| E-Mail id | **:** | tirupathi159@gmail.com |
| Mobile Number | **:** | +919682530638 |
| Date of Birth | **:** | 15/09/1963 |
| Gender | **:** | Male |
| Marital Status | **:** | Married |
| Nationality | **:** | Indian |
| Languages Known | **:** | English , Hindi , Telugu , Bengali and Oriya |
| Interests | **:** | Watching News Channels and often Sports Channels |
| Soft Skills | **:** | Friendly, Reliable, Cheerful, Helping, Bold and Kind Hearted |
| Specialty | **:** | Having Good Communication Skills to deal with People and Local Leaders of any Place to Resolve the issues of any kind |

1. **Personal Profile:-**

**2. Job Profile :-**

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| --- | --- | --- | --- | --- | --- |
| **SI.NO** | **Designation** | **Name & Address of the Employer / Company** | **Location** | **Period**  **of Service** | **Job Responsibilities** |
| **01** | **Manager – HR/Admin** | **Gayatri Projects Ltd** | **Jammu**  **National Highway** | **From 01/12/2018**  **To**  **Till date** | **HR,Admin, Facilities and Local Liaison.** |
|  | **Sr. Manager – HR/Admin** | **TATA PROJECTS LTD** | **TATA STEEL PLANT , Crushing and washing, Khondbond,** Odessa | **From 10/09/2015**  **To**  **31/12/2016** | **Admin, Facilities and Local Liaison.** |
|  |  |  |  |  |  |
| **02** | **Administrative Manager** | Taransworld Garnet India (P) Ltd | SRIKAKULAM  Mining Industry | 05/05/2012  to  05/09/2015 | Liaison, Admin and HR |
| **03** | **HR/Admin In charge** | Eversendai Construction Private Limited | EMCO(GMR)ENERGY  Limited, Warora (Maharashtra) | 10/12/2010  to  30/04/2012 | HR/Admin and Liaison. |
| **04** | **Facilities Manager** | Ramky Infrastructures Ltd | Sambalpur- Odessa  Pipe Lane Project | Dec-2008  to  Dec -2010 | All facilities Management & General Administration |
| **05** | **Administrative Officer** | Rani Infra Development Ltd | Chattisgarh State High Way highway Project , Bilaspur  To Mungeli | Jan -2006  to  Dec-2008 | HR/Admin and Liaison duties |
| **06** | **Administrative Officer** | Sudakar Constructions | (A.P) National Highway Project from Srikakulam to Pusapatirega | Jan 2001  to  Jan 2006 | HR/Admin and Liaison duties |
|  |  |  |  |  |  |
| **07** | **Administrative Assistant** | IVRCL Infra & Projects Ltd | Srikakulam to Palace  N.H-5 Road Project | Jan 2000  to  Feb 2001 | HR/Admin and  Liaison duties |

**3. Educational Qualifications:-**

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| --- | --- | --- | --- | --- |
| **Course** | **University / Institution** | **Year of Passing** | **Class & Percentage** | **Specialization** |
| **S.S.C** | **Board of Secondary Education(AP)** | **1984** | **2nd 54%** |  |
| **Intermediate** | **Board of Intermediate(AP)** | **1986** | **2nd 54%** | **C.E.C** |
| **B.A. Lit** | **Andhra University (Visakhapatnam)** | **1989** | **2nd 57%** | **English Literature** |
| **M.A** | **Andhra University (Visakhapatnam)** | **1991** | **2nd 53%** | **Public Administration** |

**4.Objective:-**

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| **To obtain a position where I can maximize my multilayer of management skills, quality of assurance in resolving the inside & outside issues at sites where I work I walk on successful track in the Infrastructure division. I am a result-oriented and high energy man with bold and courage. I can accustom with any kind of environment and atmosphere to get the result ultimately.** |
|  |
| **Further I am a successful Team Leader that can manage direct and indirect teams whatever needed. I am expert in Recruitment, Training, Liaison, Admin and facility management dealing with different kind of Projects and Plants in different locations. I am dutiful respect for compliance in all regulated environments.** |
| **Through knowledge of current problems in Project sites and a clear vision to accomplish the company goals.** |
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**5. Job Responsibilities:-**

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| **1. Looking after wages & Salary Administration, Manpower planning, Recruitment and Training, fulfillment of statuary obligations and Legal Matters.Compensation strategies, safety and welfare activities as per concerned Act. Execute I.R & H.R Functions. Looking after Time Office maintenance security service, canteen First Aid and House Keeping Maintenance and dealing with Unions etc.** |
|  |
| **2. Looking after the liaison duties with Mines Dept., State Labor, Central Labor, Revenue, Police, Judiciary, P.F and P.T, Inspector of Factories, Central Excise, Pollution Dept,Dist Industrial Centre and Local Leaders (People) and other Mislanious Administrative duties.** |

**Present Salary : - Rs 1100000 /- PA+ Mess and Accommodation Free.**

**Expected Salary :- Negotiable**

**6. References:-**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Profession** | **Address** | **Cell Number** |
| **1. P.N.Mukharji** | **Head-HR & Admin** | **TATA PROJECTS LTD** | **+919771433227** |
| **2.K.P.Reddy** | **G.M-Projects** | **TGI(P)Ltd** | **9440677449** |

**(TIRUPATHI RAO .T)**

**7416162123**