

## RAMESH ARRAVALLI

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Seeking Job in **HUMAN RESOURCE MANAGEMENT/OPERATIONS** with an organization of repute

### CAREER ABRIDGEMENT

Post Graduate in Human Resources with over 8 years of experience in Human Resource Operations, including Resourcing & End Cycle Recruitment and other core HR activities.

Currently associated with **Data Marshall Private Limited**, as Assistant Manager – Human Resources since January 2016.

Flexible to adapt any Environment and work on any skill.

Good communication & team management skills.

### Areas of Exposure

HR Policy Execution	Talent Acquisition	Onboarding
Training and Development	Employee Engagement	Performance Management
Record Keeping	Attendance and Payroll Management	Employee Retention/Welfare
BGV Handling	Insurance Handling	Exit Formalities
Full and Final Settlements	Attrition and Training Reports	General Administration

### Roles at Data Marshall Pvt Ltd

Conducts new employee orientations to ensure employees gain an understanding of benefits.

Writes, revises, edits and proofreads company policies and procedures and related documents as needed.

Works with hiring managers to develop job descriptions

Leads the creation of a recruiting and interviewing plan for each open position identifying effective sources. Efficiently and effectively assist in filling open positions

Assists with development/implementation of performance evaluation and rewards systems.

Coordinates implementation/ maintenance of Human Resource Information Systems (HRIS).

Timely submission of attendance, payroll, attrition and training reports

Handling all the queries of the employees. Be it related to Salary, Leaves, Attendance, etc.

Handling BGV process, Exit formalities and Full and Final Settlements

### Key skills and competencies

Knowledge of human resources policies, rules and regulations.

Maintaining confidentiality regarding Human Resources related issues.

Ability to interface effectively with all levels of staff.

Ability to prepare and maintain accurate records.

Creating and updating personnel, payroll and accounting information in spreadsheets.

Proficient with MS Word & Excel.

### Previous Experience

Associated with Angaros India Private Limited from April 2013 to January 2016 as Senior HR Executive and with **Innopark**

**India Pvt Ltd** from Nov 2011 to Mar 2013 as Associate Executive – Human Resources

### Civil Statistics

Date of Birth: 15<sup>th</sup> Oct 1988.

Languages known: English, Telugu and Hindi

Notice Period: 60 Days

### Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Place: Hyderabad

Ramesh Arravalli