

Curriculum Vitae

Metta Kameswara Rao
S/o. Late Shri. M Bala Krishna
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Objective

I would like to associate with an organization, which progress dynamically and gives me a chance to update my knowledge and enhance my skills in the professional work environment.

Professional Experience -

Asst.Manager H R at Voila F9 Gourmet LLP from July' 2016- Till date

Company Profile :-

M/s Voila F9 Gourmet is LLP the largest catering unit in Hyderabad serving 37000 plus Meals a day to corporate offices like Facebook, Hyundai, Deloitte, Qualcomm, Amazon, De Shaw, Arcesium, Service Now, Uber apart from the Outdoor catering services and events like Sensation, Telangana IPS Pass out parade's etc.

Key Responsibilities

Assistant Manager HR

June 2019 to present

- Responsible for overseeing the Induction and New Hire Orientation.
- Handling and liaising with client site auditors for a seamless process during audits
- Employee data base management and attendance management with the inculcation of HRMS since July 2019
- Solely responsible for statutory compliance policies of PF ESI and Labor laws

HR Executive

July 2016 to June 2019

Induction and Orientation:

- Prepare and deliver induction activity for new joiners.
- Joining formalities ensure the compliances without any misses.
- Liaison with the training teams for the training schedules of new joiners and make sure the schedule is being followed as per the training calendars.
- Taking care of employee attendance, physical movements, breaks and their logins and logouts and ensure the corporate safety & security policies are being followed.
- Responsible to update the Attendance on day-to-day basis.
- Responsible to maintain registers like Muster Rolls, O.T. Registers, and Wage Registers & Leave Registers etc.

- Responsible for regular checking of Security Gate movement Registers like Visitors Register, Staff & Casual movements Registers and Security Attendance etc.
- Prepare and submit the Leaves according to shops and establishment acts to the Labor department.
- Maintain and update the employee database.

Payroll Processing:

- Assisting in salaries of all staff based on attendance register and provides the inputs to the Finance Department for the payroll processing.
- Manage PF Calculations and creating challans and employee grievances like KYC updating and name and DOB, DOJ & DOE corrections as per PF procedures
- Manage ESI Calculations and creating challans and provide employee required documents.

Statutory HR:

- Assisting in Employment Registration forms as per the state government regulations.
- Handling Employee grievances and escalate the issues if any to the management attention.
- Handling client audits as per their requirements.

Office Administration:

- Issue new employees' ID cards, Salary accounts creation.
- Taking care about group medical insurance policy for staff and assisting them while they required any medical reimbursement support.
- Maintain and audit employee's personal records in proper format.
- Providing offer letters, confirmation letters, increment letters and Promotion letters in time.
- Monitoring Relieving Procedures and Settlements
- Taking care of General administration-related work and Employee Co-ordination
- Monitoring all vendors list and processing bills of all vendors.
- Preparation & Implementation of Training Programs for the employees.
- Managed the HR communications effectively.
- Entry & Exit formalities.
- Manage the HR appraisal process.
- Involved in the vendor negotiations and finalize the vendors as per the organizational needs.

Professional Experience -

Center in charge at M/s Jagruti Foundation for rural development

June' 2008 - May 2013.

Company Profile :-

M/s Jagruti foundation for rural development: The Ministry of Rural Development (MoRD) announced the Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) Antyodaya Diwas,. DDU-GKY is a part of the National Rural Livelihood Mission (NRLM), tasked with the dual objectives of adding diversity to the incomes of rural poor families and cater to the career aspirations of rural youth.

It operates in different locations like Vishakapatnam, Berhampur (Odisha), Dehri on sone (Bihar), Jabalpur (MP).

Key Responsibilities

- Project Awareness, Project implementation and Project Monitoring in Districts level.
- Operations Management.
- Resolving Administrative issues.
- Conducting Review Meeting in Client side for better running of project.
- Maintaining Different kind of reports related to project.
- Client Relationship Management.
- Program Scheduling & Supervising.

Accomplishment

- Awarded Employee of the quarter for the month of January 2019
- Appreciated by the GM HR & LD for outstanding performance in handling employee grievance

Educational Qualification

- M.B.A. in Human Resources from Vinayaka Mission Sikkim University- Distance education.
- Graduation B.com from Dr Hima shekar Degree College affiliated to Andhra University.
- Intermediate from Jatni College, Khurda Road, Orissa
- S.S.C. from South Eastern Railway Mixed High School, Khurda Road, Orissa.

Software Exposure

- Working on HRMS software, Named – Greyt hr software at VoilaF9Gourmet LLP.
- Computer knowledge of Ms Office, Excel, Power point, keyboard skills.

Skills

- Effective Negotiation skills.
- Good Communication and Listening Skills.
- Competence in handling difficult situations and the ability to remain calm under pressure.
- Confidence in dealing with different people.
- Ability to work hard, Self Motivated & punctual at work.
- Focuses on Team work and supportive to colleagues.

Personal Information

Name	: Metta Kameswara Rao
Father's Name	: Late. M Balakrishna
Date of Birth	: 1 st May, 1986
Language Known	: English, Hindi, Telugu & Oriya
Marital Status	: Married.
Nationality	: Indian
Relocation	: Flexible

(M Kameswara Rao)