

Sankar Battula (HR)

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Career summary

To gain greater insight into the field of Human Resource Management (HRM) by way of exposure to real work atmosphere in a well established organization. Also to seek a challenging career in the field of human resources and to channelize my abilities towards individual, organizational and societal benefits which will add value both to me and to the company.

Work experience

Hindustan Sanitaryware & Industries Limited (Hyderabad.)

Deputy Manager – IR&PA (September 2019 to till date))

PRASAD SEEDS PVT.LTD (Hyderabad)

HR Manager (July 2018 - September 2019)

EPE Process filters And Accumulators pvt.ltd. (Hyderabad.)

HR Executive (August 2011 - July 2018)

Job Profile: Statutory Compliance and Office Admin.

- Maintaining company HR policy.
- Resolve grievance and initial Disciplinary Proceeding.
- Dealing with Trade unions for Long Term Wage Settlement.
- Issuing Charge Sheet & Conducting Domestic Inquiry.
- Preparing Annual Returns of the Company.
- Prepare and Remit Labour welfare fund of the company.
- Renewal of Contract Labour Management and engagement.
- Payroll management preparing salary statements.
- ESIC - Employee enrolment and monthly challan.
- EPF – monthly challan Preparation and ECR Submission.
- ISO&OHSAS Documentation.
- Attending Customer Audit and Vendors Meetings.
- Lision with Govt Bodies EPF, ESIC Labour and inspector of Factories Department.
- Maintaining Statutory registers.
- Preparation of Employee Bonus and Gratuity.
- Conducting Employee onboarding Training.
- Handling the queries of the Employee pertaining to the Minimum Wages, ESIC, EPF, Bonus, Gratuity & etc.
- Prepare Exit Formalities and F&F Settlement.

Key skills

AREAS OF EXPERTISE

- HR Administration
- Payroll legislation
- Diary management
- Planning ahead
- Organizational skills
- Exit interviews
- Recruitment
- Problem solving

CO-ORDINATION IN MOTIVATION SCHEME

- Promotes equality, inclusion and anti-discriminatory practice.
- Suggestion scheme, Attendance Reward.
- Appreciation letter, Organizing Annual functions

GRIEVANCE HANDLING

- Related to Payroll, Increment, overtime, and other Labour problems.
- Statutory Compliance EPF & ESIC.

HR ADMINISTRATIVE SKILLS

- Speaking – Talking to others to convey information effectively.
- Knowledge of cross-business processes.
- Able to Work quickly & competently on Tasks.
- Promote Equality, inclusion and anti-Discriminatory Policy.

ADMINISTRATIVE SKILLS

- Providing Uniform & Shoes every year and new employees
- Organizing Festival Functions & puja
- Distribution of gift items & sweets to employees
- Yearly attendance bonus calculations
- Maintaining canteen.

Employees Welfare Activates: -

- Providing Uniform & Shoes every year and new employees
- Organizing Festival Functions & puja
- Distribution of gift items & sweets to employees
- Yearly attendance bounce calculations
- Maintaining canteen

ACADEMIC QUALIFICATIONS

- MHRM(IR&PM) from Andhra university Campus (Visakhapatnam) in 2009-2011 with 79.00 percentage
- BA from SK University SJGC (Kurnool) in 2006-2009 with 65.00 percentage.
- HEC from Intermediate board of Education govt junior college sompeta in 2004-2006 with 76.00 percentage

PERSONAL DOSSIER

- Name : Sankar Battula
- Father 's Name : Venkata Rao
- Permanent Address : Zinkibhadra(village), Sompeta(mandal), Srikakulam(dist) AP-532284
- Present Address : H NO.2-3-6 Second floor, Vijayapuri Colony,
: Hanuman Sai Nagar, Uppal Hyderabad-500039
- Known Languages : Telugu, Hindi, English and Odiya
- Marital Status : Married
- Skills : Fast Learner, Flexible, Versatile, Dedicated
- Hobbies : playing chess, reading books and travelling

DECLARATION:

I, Sankar Battula declare that all the above-furnished details are correct up to best of my knowledge

Location: Hyderabad

Signature

Date:

(Battula Sankar)