**COVERING LETTER**

**RAMA**

[**Rama.317227@2freemail.com**](mailto:Rama.317227@2freemail.com)

**Sub: CV for the Position of “SR. HR MANAGER”**

Dear Sir/Madam,

With reference to your advertisement in Naukri.com job portal for the above subject position, I am very much interested to submit my profile for the above subject position as it fits precisely my career plans. Please find herewith enclosed my detailed CV for your review & consideration. I believe that my qualifications, skills & previous work experience may reach your requirements.

**Brief Summary:**

• **MBA** (Human Resources & IR Management) with **20+ years of experience as “HR & Administration Professional”.**

• **Employed with various multi-national organization India & Overseas (GCC) and Extensive experience in** “HRM/HRD, General Administration, *Project HR Administration, HR Planning, recruitment/talent acquisition, Performance Management, Retention, training & conducting, Timekeeping & payroll process, employee grievance, policy implementation, vendor Management, logistics/fleet management, employee accommodation & canteen facilities, Safety &*

*Security, Housekeeping, compensation & benefits, performance management, employee relation and welfare programs*”.

• Very good experience & Excellent knowledge in **“Civil & Industrial construction EPC/MEP, Oil**

**& Gas, Petrochemical, Fertilizer, Power/Energy, Aluminum & Manufacturing”** Sectors.

• Managed Personnel support functions Maximum no of 7000 employees’ organization as department head.

• Strong interpersonal communication skills, work well an individual or in team settings.

• Excellent planning and organizational skills.

• Well versed in integrated software packages MS Word, Excel, PowerPoint & MS Access & HR Systems (Axapta, MCA and People Soft etc.).

**Other details:**

Notice Period Required : **2 Weeks**

Total Working Experience : **22 Years**

Current Location : **Hyderabad, India**

Updated CV : **Attached**

Skype ID : nagavajjula

Thank you for taking the time to review my resume and I look forward to hearing from you shortly. Thanking you,

Yours faithfully,

**HUMAN RESOURCES & ADMINISTRATION PROFESSIONAL**

**OBJECTIVE:** Bilingual professional seeking a responsible and challenging position in a growth oriented progressive organization, where my experience and skills will significantly contribute to the overall success of the organization and provide opportunities for my career growth.

 **MBA (Human Resources & IR Management) and over 20+ years of professional experience as “HR & Administration Professional”** and during my tenure successfully performed multi-function roles; “**HR & Administration Manager/ Administration Manager/ Sr. HR Personnel Administrator and Head-Project/Site HR & Administration”** with providing outstanding and extensive operations to various multi-national companies in **India & Overseas(GCC)**.

 Excellent knowledge and Experience in – EPC, MEP, Civil & Industrial constructions, Manufacturing & Services industry and performed HR & Administration support to various industrial sectors **at Oil & Gas, Petrochemical, Fertilizers, Power Plant and Aluminum Industries** in **GCC & India.**

 **Managed personnel support functions up to 7000 employees’ organization.**

 Strong interpersonal & communication skills, work well an individual or in team settings.

**SKILLS & COMPETENCIES:**

|  |  |  |
| --- | --- | --- |
|  General HR/Administration |  HR/Workforce Planning |  Statutory Compliances |
|  Recruitment / Talent Acquisition |  Training & Development |  Compensation & Benefits |
|  Client Relationship |  Payroll Management |  Statutory Compliances |
|  Tender Documentation |  Organizational Development |  Vender Management |
|  Project Administration & Logistics |  Policy Framing & Implementation |  HR Outsourcing |
|  Conflict Resolves |  Health, Safety & Security |  Welfare Activities |

**TOTAL EXPERIENCE: Overseas (GCC) - 15 Years and 7 ½ Years in India**



**Jan’15 to Present M/s. Sneha Synergy Solutions - Qatar & India**

Company Activities: Civil & Mechanical Construction, HR Consultancy (Recruitment & Outsourcing) Position Held: **HR & Administration Manager**

**Sep’13 – Dec’14 M/s. Qatar Engineering & Construction Co. WLL** – QATAR

Company Activities: Civil & Industrial Construction, Maintenance & Shutdown Services, Manpower Services

Position Held: **Head – Site/Project HR & Administration**

**Apr’10 – June’13 M/s. Kooheji Contractors (Kooheji Group) -** Kingdom of Bahrain

Company Activities: Civil Construction, Real Estate Builders, Joinery, Property & 5 star Service Apartments

Position: **HR & Administration Manager (Group of Companies)**

**Mar’06 – Mar’10 M/s. Mechanical Contracting & Services Co W.L.L.** Manama, Bahrain

Company Activities: Civil & Mechanical Contractors, Maintenance & Shutdown Services at Oil & Gas, Petrochemicals, Power Plants, Refinery & Industrial Plants.

Position Held: **Senior - HR Personnel Administrator**

**Apr’00 – Nov’05 M/s. Kakatiya Cement Sugar & Industries Ltd.,** Hyderabad, India

Company Activities: Manufacturers of Cement & Sugar

Position Held: **Administration Manager**

**Jul’92 – Nov’99 M/s. AL SUWAIDI Est. for Contracting –** Rahimah, SAUDI ARABIA (Re-structured as **AL SUWAIDI HOLDING CO LTD)**

Company Activities: Civil & Industrial Construction, Maintenance & Shut-down Service & Manpower

Services At Oil & Gas, Petrochemicals, Power Plants; ARAMCO & SABIC Group. Positions Held: **HR Administrator/Project Administrator**

**Nov’90 – Jun’92 M/s. HINDUSTAN MAGNETICS LTD -** Hyderabad, India. Company Activities: Manufacturing of U-matic Audio & Vedio Tapes

Position Held: **Asst. Personnel Manager**

**DUTIES & RESPONSIBILIITES – HR & Administration Manager**

**General HR / Personnel / Administration:**

**Human Resources:**

 Managed entire gamut of HR & Administration and Led the efforts across planning & budgeting of HR & Admin expenses & work towards minimizing operational expenses/costs.

 Supervising day-to-day HR & Administration operations & functions which includes – “Planning,

recruitment/talent acquisition, staffing, performance management, compensation & benefits, employee retention, vendor Management, Timekeeping & Payroll, employee relation, conflict resolves, expatriate leave management, grievance & discipline procedures, Logistics, security, Housekeeping, IT, Electricity & Water, AMC, safety and adherence local labor laws”.

 Proficient at managing existing day-to-day process while developing and implementing new business

strategies in dynamic and high-pressure environments, requiring the ability to multi-task and effectively manage staff relationships.

 Works closely with management and employees to improve work relationships, build morale, increase productivity and retention.

 Conducting staff meetings and conferences with senior management and administrative staff to discuss operating problems, organization, budgetary matters, personnel matters, technical problems and the status of programs and projects.

 Developing & Implementing HR & Administration policies, procedures and objectives for the entire company.

 Preparing HR & Administration department annual budgets includes cost control study & cost allocations plan reports and coordinating with finance department to provide necessary information for preparation of monthly payroll and end–of-services benefits.

 Prepare & updates to employee handbook, policies, procedures, practices and HR related forms with

approval from the executive management.

 Conducting exit interviews and feed back to the management.

 Responsible to update the company’s profile and project/product information on the website.

 Supervising, directs & coordinating to the project administration in all HR & Administration related matters.

 Generating & submitting to executive management necessary MIS reports daily/weekly/monthly (i.e

Manpower status, staff accommodation status, recruitment status and payments.).

 Maintained inventory records of company assets, equipment and updating periodically.

 Deftly handling Credit Control, Maintenance of debtors account, Job costing, Follow up on all outstanding receivables.

 Developing build and maintain relationships with internal business managers/supervisors to develop strategic HR Solutions.

 Maintain relationships with internal business managers/supervisor to develop strategic HR solutions.

 Carry-out & discuss HR related issues with other department managers based on responsibilities, process and objectives.

**Administration/Personnel:**

 Supervise administrative activities i.e. telephone, IT, electricity, water, fleet management, transportation, Time Office, reception, office boys, employee insurance, air ticketing, house-keeping, security, stationary, canteen management, staff accommodation facilities, employees welfare.

 Designing & maintained employee personnel filing system electronically & physically and kept up-to-date.

 Responsible to oversee and process of immigration & Government related documents coordination with

Ministry of Interior/External Departments. Arranging Visas/Work permits/Visit Visas, GOSI, National

Identity cards, Driving License.

 Taking care of obtaining & timely renewals of all statutory of the organization i.e. Factory/Pollution

Control/ Trade licenses, All Taxes, Insurance, ESI, EPF, TDS and Govt. Fee.

 Standardize the joining formalities process of new employees i.e. Welcome circular, Introduction, Emp.

Code, ID Cards, Stationary, Bank Account and Timesheet.

 Supervise staff accommodations and canteens.

 Reviewing & issuing of employment contract agreements (New & Renewals), appointment letter, salary increase, incentives/bonus, terminations & re-classifications letters.

 Additionally responsible for necessary documents of the employees and other general administration activities, maintenance (AMC) of office equipment like computers, air conditioners, company vehicles, property & tenancy contracts, distributor agreements, agency contracts.

 Responsible to make arrangements to allocation of newly joined employees.

 Responsible to inspect the staff accommodations including Company Guest Houses and ensuring that, maintaining standards of cleanliness, hygiene, health & safety regulations, Security in order to keep the accommodation in condition also responsible to maintain smooth running of facilities, including electricity, water and any minor repairs.

 Reviewing and approve employee vacation leaves/exit, final settlements & travel arrangements includes air booking of employees when they leave.

 Provision of payroll and pay related functions for all departments including the control of relevant admin procedures.

 Organizing company event programs.

**Manpower/Workforce Planning:**

 Developed HR Planning which consider short & long term manpower forecast for the company taking in to consideration expected growth and new projects, by understanding the business plan and liaising with Executive Management.

 Defined HR metrics and Manpower projection for the future business plan of the organization.

 Maintained an up to date organization chart at all times covering every division and project wise within the company.

 To identify the shortages and surplus so that quick action can be taken wherever required.

 Coordinating with various departments made site visits and prepared manpower plans (Allocation, Mobilization & De-mobilization) on project wise.

 To develop required manpower planning for the new/up-coming projects in coordination with cross- functional departmental heads.

 Handling personnel related problems of contract manpower in liaison with Site Manager.

 To arrange material and manpower requirements for various jobs in the Plant including emergency and unplanned jobs as per the Company's request.

 To ensure and review of manpower (Permanent & Contract employees) timesheets to process for invoicing on time to time and accurate.

 Planning and preparation of leave schedule of all personnel in the Projects and to arrange for relief personnel during leave sickness / absence.

 Oversee & approvals of employees’ leave applications and ensure proper replacement.

 Ensure that to obtain necessary certifications/trainings i.e. Trade Test, Third party certifications, Safety and any other documents as per the Client and project requirements.

 Participate in project work as required to develop HR policies, procedures and practices.

 Maintained & Planned for employees leave/exit schedule & arrangement of suitable replacements.

 Ensuring that corporate development tools will effectively utilized to enhance leadership skills.

**Recruitment & Selection:**

 Managed complete recruitment life-cycle for sourcing the best talent from diverse sources and collaborating human resource requirements in consultation with different functional and operational areas.

 Managed full recruitment process including sourcing strategy; interviewing; reference checking; making offers to candidates; driving and delivering induction training for the new hires.

 Preparing job advertisements, web postings, effectively utilizing Social Media, specifications for external recruitment agencies, job descriptions and other materials in accordance with the company’s recruitment

standards and business needs.

 Maintained ongoing relationships with internal customers and external recruitment agencies to ensure the organization receives satisfactory standards of service.

 Reviewing proposals from each division for staff requirements and referred recommendations to the management for approval to either approve or not after undertaking careful analysis of productively

requirements of company.

 Maintained records of staff information to include manpower composition; skills, nationalities, education and experience in order to conduct analysis and recommended for manpower re-deployment or any

shortage or immediate requirement arises for the business needs.

 Producing and forwarding clear & concise monthly MIS reports to the Executive Management of departmental activities and also about the future immediate activities.

 Suggesting new ways to improve engagements of onsite Expatriates (through mix of long term and short term deployments).

**Performance & Training:**

 Developing and implementing the performance appraisal system for the company and coordinating it with other line managers.

 Designed performance management tool based on performance–behavior matrix for all skilled personnel.

 Reviewing of all the employees’ performance evaluation reports periodically and to identify where qualities are marked below average and to arrange the minimum training by the qualified staff if required.

 Establish the framework for performance counselling and achieving congruence in identifying individual career paths in organizational plans.

 Creating and maintain a system of assessing training providing for both internally and externally and to ensure that provided training courses the best and quality of training providers are being used and that

the job training is effective.

 Planning, directing and organizing training & development programs for managerial & non-managerial employees.

 Developing & organizing the orientation programs for new recruits and oriented them with the company culture, functions and country customs.

 Manage Training system which includes, Identification of training needs, developing a training module, preparing a training calendar, monitoring its implementation and measuring training effectiveness and to

ensure constant learning and development of employees.

 Assist Line Managers to effectively implement Performance Management System (KRA & KPI).

 Work closely with senior management to identity, develop and implement training and development programs in line with the business objectives.

 Organizing trainings frequently to enhance employee skills across the organization by consulting with senior management to identifying and analyse performance gaps and address organizational change.

 Adequate experience and knowledge in arranging essential Training for Trade Tests, Safety Inductions for

the new & existing employees as per the client’s requirement client’s standard.

 Designing and implementing various processes to effectively assist employee issues and facilitate function inter-departmental meetings.

 Evaluate training requirements for each division, consulting with department managers and external resources.

 Devised and implemented various human resource programs to enhance the company’s reputation and

ensure amiable relations between employees and upper management.

**Compensation & Benefits:**

 Streamlined different compensation practices being administered in the organization and established a common Compensation and Benefit framework in line with market practices.

 Conducting researches to study the current compensation trends, updating policies and practices to

ensure the company’s competitive position in the market.

 Introduced and managed various employee benefits, viz. Housing, Transport, Canteen, Occupational

Health Centre, Annual vacations, Airfare, Insurances, Annual get-together and Sports.

 Developed Expatriate Policy–Compensation, Benefits and Terms & Conditions for engagement.

 Designed new compensation & benefits policies for employees and modified them as per requirement and ensure that programs are current competitive and in compliance with legal requirements.

 Monitor timely update of personnel records (personal details, position, salary, other allowances, appraisal outcomes, leave records, training & awards).

 Directs and distribution of written and verbal information to inform employees of benefits, compensation, and personnel policies.

 Managed the entire company (multi-site organization) ERP based payroll system.

 Maintaining attendance details for all employees to identify LWP deductions & completing necessary insurance and medical cover formalities.

**Organizational Development:**

 Integrate cross-functional Teams to change corporate culture and define common vision of success. Drive change targeted at strategic growth.

**Employee Relation:**

 Manage ER issues within the business units.

 Developing and implementing employee welfare & disciplinary policies.

 Working to resolve employee complaints involving working conditions, harassment, disciplinary actions according to company policies and applicable legal requirements.

 Taking appropriate disciplinary actions to maintain discipline & pleasant working environment across all employee levels and ensure disciplinary procedure is properly applied before any employee is exited from the business.

 Organize counselling programs to the employees to understand the absent policy and disciplinary actions to reduce absenteeism also act as an advisor to line managers in order to educate them and minimize risk.

 Monitoring statutory compliance at all levels involving liaison with external agencies, Govt. authorities &

various offices.

 Responding employee queries regarding pay discrepancies and ensuring speedy resolution.

**Vendor Management:**

 Maintained good working relation with Vendors.

 Administered all contracts and developed initiatives for enterprises.

 Oversaw all procurement and RFP process and issued necessary purchase orders, contract agreements, verification of invoices/bills and approvals.

 Manage all classification programs for vendors.

 Analyzed and prepared reports on vendor spend and demand.

 Ensure optimal services from vendors and maintained proper records for each individual vendor.

**Logistics/Transportation:**

 Managed & supervised Site logistics with more than 300 drivers & Operators. Responsible and supervise

employees’ transportation, site requirement and delivering goods, timely and safely to the destination.

 Arrange delivery of necessary materials to job sites for routine and shutdown work.

 Ensured that all drivers and operator’s work timings & directions to establish. Achieving efficiencies and driving costs down. Identifying and quickly resolving any discrepancies that may occur. Control site

vehicles & equipment and scheduling as per project requirement. Maintained & updated and tracking of

renewals prior expiry i.e. vehicle registration, insurance, drivers & Operator’s License, Project entry

passes, vehicle testing and general services.

**Safety, Health & Security:**

 Actively involved in the improvement of company and contractor employees health, safety and environmental performance regarding exploration and production activities.

 Coordination with SHE team and Implementing SHE Policies and Procedures. Providing Safety Training to all the employees including newly joined employees in various measures i.e. awareness at Lifting Equipment, Confined Space. Working at Height, Fire and includes work permit system and as required.

 Coordinating with SHE Team to conducting Safety awareness meetings on weekly basis.

**EDUCATIONAL QUALIFICCATIONS:**

 MBA – Human Resources & IR Management from Osmania University – 1989

 Bachelor of Commerce from Osmania University – 1986

**COMPUTER PROFICIENCY:** Well versed in integrated Software / ERP packages i. e:

● Word ● Excel ● Power Point ● Access ● MS Project ● Intranet ● IBM Mainframe AS400 System-36

● Microsoft Axapta ● MCP ● Certified Microsoft Professional – Visual Basic

**LANGUAGES (Read, Write & Speak)** – ENGLISH, HINDI, TELUGU & Working knowledge of Arabic

**STRENGTHS:**

 Self-motivated and Determined

 Strong Leadership abilities

 Flexible & Adaptable

 Negotiation & Loyalty

 Decision Making

 Dynamic and proactive

 Disciplined, Punctual, Reliable and maintain high level of Confidentiality.

**As Head Site HR & Administration:**

 Managed entire project HR & Administration related activities; “**Personnel & Project Filing System, Manpower Planning (Mobilization & De-mobilization), Induction & Orientation, Document**

**Control, Hiring, Site Timekeeping, Site Logistics, Vendor Management, Stationery & Printing,**

**Housekeeping, Security and Stationary”**.

 Supervising, directs & coordinating to the project administration in all HR & Administration related matters.

 Maintained project organization chart up to date and accomplishing required project resources coordination with project manager.

 Establishing and maintaining the project documentation library.

 Responsibility to create and process Subcontract Agreements, Purchase Orders, Work Orders, Change

Orders, set up job files and assist Project Manager(s) in all daily tasks.

 Personnel assistance to the management to Oversee site expenses, petty cash maintenance and generating reports and forwarding to Finance Department in timely manner up on approval by the Project

In-charge.

 Providing necessary trade test certifications/trainings/third party certifications to the employees as per the requirement of Client and project.

 Working closely with project in-charge, team members, clients and vendors to coordinate activities, provisioning, environment setup, installation and integration testing.

 Maintaining & updating staff records up to date; vacation schedule, leave, absence & sickness for salaried

employees working on site.

 Coordinating with Head Office Finance & HR Administration Department processing in Payroll, Salary disbursement, final settlements travel expenses.

 Provided excellent administrative support to the Project/Site and internal & external customers.

 Producing and forwarding clear & concise monthly MIS reports to the Executive Management of project activities and also about the future immediate activities.

 Tracking & reporting overall site progress.

 Expert multi-task to support project operations by maintaining office systems.

 Organizing meetings prepares agendas, reserves and prepares facilities.

 Preparing & monitoring of daily site manpower status reports and taking necessary actions.

 Implementing company & client policies & procedures with regards to employees.

 Maintained good relation with Head Office and liaison between Project & Head Office to resolve any project issues.

 Verifying employee timesheets/cards i.e. absent, leaves, overtime and forwarding to payroll section on

daily/weekly/monthly basis up on approval by the Project Manager.

 Manage the team of workers working on the Site/Project.

 Correspondence with various departments confidentially.

 Providing project entry passes for employees as well as vendors and Visitors.

 Coordinating with Accounts/HR & Admin Department for opening employees bank accounts.

 Supervise employees’ transportation, site requirement and delivering goods, timely and safely to the destination. Ensured that all drivers and operator’s work timings & directions to establish.

 Maintained good relation with the project officials, employees & clients.

 Responsible to maintain office supplies and promotional items for project.

 Disciplinary actions.

 Correspondence with various departments.

 Actively involved in the improvement of company and contractor employees health, safety and environmental performance regarding exploration and production activities. Actively involved in the

improvement of company and contractor employees health, safety and environmental performance regarding exploration and production activities.

 Perform such other duties and responsibilities as assigned by Project Management.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **MAJOR PROJECTS HANDLED:** | | | |
| **SL#** | | **Period** | **Project** | **Client** |
| 1 | | Sep ‘13 = Dec ‘14 | QS Pearl GTL TMMS SRU-Outage Program (Shut-down) | Qatar Shell GTC Oil Co. |
| 2 | | Jul ‘08 – Dec ‘09 | Carbon Di-oxide Recover Plant – GPIC, Bahrain | Technimont ICB |

**ACHIEVEMENTS:**

 Coordinated change management efforts for staffing new departments, including recruitment, on-board process development and training; implemented exit interview process and improved employee perception of HR department, which resulted in increased employee traffic flow to HR department for assistance with benefits, compensation and employee relations matters."

 Established good working relationships with customers/clients.

 Reduced workers’ Compensation cost by improving safety plans and implementing employee training, management accountability and equipment security.

 Successfully recruited & staffed all departments, Projects & Turnaround Shut-downs without delay.

**Personal Information:**

**Marital Status:** Married

**No. of dependents**: 2

**Permanent Address:**

**Passport Details:**

Issued at: Kingdom of Bahrain

Date of issue: 27th March 2011

Date of Expiry: 26th March 2021

**Driving License:** Valid GCC (Qatar) 4 Wheel License