**Vishnuvardhan**

**Vishnuvardhan.338832@2freemail.com**



**Objective:**

**With an experience of 3+ years, I am looking forward for an opportunity in a well known organization where I can grow in terms of knowledge and put my existing skills and knowledge to good use.**



**Synopsis**

**MBA in FINANCE and HRM**

**Creative professional with around 3+yrs of experience in non-IT activities Proficient in using various job portals**

**A good team player with strong interpersonal and communication skills A good analytical and logical skill.**

**Team worker and creates happy work environment.**

**Innovative, Proactive, Positive and can handle Pressure**



**Professional Experience**

**TBR Infra Pvt Ltd, Bangalore,India**

**Senior Executive – Human Resources & Administration 2014 June till date**

**(Toll operations, Roads & Highways Constructions, High Rise Buildings & Security services)**

**With a modest beginning in the year 2001 at Tadepalligudem -a sleepy town in Andhra Pradesh- TBR Group rose to acclaim as the leading Toll Collection, Operation and Maintenance Contractor of National Highways of India.**

**With over 2000 employees and having collected more than INR70000000/- with present daily average collection of about INR20000000/-, TBR Group attributes its unprecedented success to its founding principles of honesty, integrity, commitment and transparency.**

**Roles and Responsibilities:**

**First point of contact for all HR & Admin related duties. Responsible for end-end recruitment**

**Develop and execute recruitment plans of the organization. Update manpower and deployment details in Cloud HR (ERP)**

**Sourcing resumes from available local free sites for Grade1-Grade 4**

**Conduct voice and skype interviews, scheduling interviews and share the results with candidates accordingly.**

**Conduct On boarding, Induction & Orientation to all new joiners.**

**Preparing job offer letters, experience letters & relieving letters and issuing to the candidate as and whenever required.**

**Follow up of the candidate till the completion of full recruitment process.**

**Create and update master employee file and employees files in HR & Admin department.**

**Conduct and attend meetings with line managers & supervisors to understand the employee related issues, attendance and other work related feedback.**

**Managing employees schedule and deployment of work force**

**Arrange logistics and other documentations for employee transfers to other business locations.**

**Coordinate with local police and insurance providers in case of any accident related matters and security purposes.**

**Update payroll entries and manage for timely transfer to employees accounts. Process all requests & allowances of fuel, uniform, food, transport and others**

**Kakarla Infra Projects Pvt Ltd, Andhra Pradesh, India**

**Human Resources Executive**

**October 2013 – June 2014**

**Roles and Responsibilities:**

**Assist in end to end non-IT recruitment process**

**Schedule shortlisted candidates for face-face interviews with senior managers. Responsible for onboarding, induction & orientation**

**Coordinate with line managers for smooth work force deployment, accommodation and other transport and transfer facilities.**

**Serve employees requests timely and error free**

**Update payroll and process through bank transfers.**

**Update PF, Insurance and other employee benefits in system.**



**Educational Qualifications**

**Masters in Business Administration 2013 Specialized in Human Resources & Finance VS University, Nellore, India**

**Bachelors of Commerce 2010**

**Specialized in computers**

**SV University, Tirupathi, India**

**Higher Secondary 2007**

**Specialized in CEC ( Commerce, Economics, Civics) SBJ College, Nellore, India**

**Secondary School 2005**

**SS High School**



**Technical Skills**

**Internet Applications. Tally 9.0. ERP**

**MS Office. Data analysis.**

**Projects and Activities:**

**Conducted & Motivated several people towards the social activities. Participated in college Cultural Events.**

**Improved the communication between the client & Company. Resource management.**

**Quick decision taking for company development.**



**Personal Details**

**Date of Birth:** **15 April 1990**

**Marital Status:** **Single**

**Languages known:** **English, Hindi and Telugu**

**Visa:** **Available**

**Declaration:**

**I, hereby declare that all the information given above are true and correct to my personal knowledge and belief.**