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 Yellapantula

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***Career Objective: To impart my administrative experience, knowledge & strong interpersonal skills in order to lead organisation development team & provide quality towards attaining organisational goal.***

Highly- trustworthy, team player holding nearly 7 years of administrative experience under diversified portfolios with core competence including following skill sets:

* Business Development ⚫Staffing, On-Boarding & Exit Formalities ⚫Compliance Management
* Database Management & MIS ⚫ Project Evaluation & Analysis ⚫Performance Evaluations
* Documentation & Record Keeping ⚫Training & Development ⚫Budgeting & Forecasting
* Inventory & Vendor Management ⚫Portfolio Analysis & System Development ⚫SOP Development
* Project Management ⚫Cross Functional Coordination ⚫Debtors Management
* Facility Management ⚫Grievance Handling ⚫Process Risk Assurance

***KEY ACHIEVEMENTS:***

* Increased expectation level of the stakeholders of the organisation Upto 40% by implementing compliance management System.
* Implemented 5s and Document Management System (DMS) in order to maintain efficient management system.
* Setting up of Insurance Desk at Tata Steel Ltd, designed, developed & implemented insurance policies for different segments of employees and established relationship with the strategic group in order to promote Mediclaim policies which Recorded 20% cost control on medical expenditure.
* Attained cost savings worth 12% on capital expenditure against total budget allocated during FY’15.
* Successfully established SkillDevelopment Helpdesk, Knowledge Centres, and Information Kiosks in order to acquire programme / Project benefits.
* Developed in house monitoring and effective assessment system for various skill development programmes in orderto standardize the performance level.
* Attained savings of INR 50 Lakhs in FY’15 through effective negotiations towards procuring capital assets, machineries, project related raw materials etc.

**PROFESSIONAL EXPERIENCE**

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| **Company Name** | Samarth EduSkills Pvt Ltd |
| **Position** | Assistant Manager |
| **Industry (Department)** | Training & Development (Administration) |
| **Location** | New Delhi, India |
| **Start Date** | April 2016  |
| **Key Responsibilities** | * To build Business Development under PPP Model.
* Data Management, Project Documentation and Development
* Regular Liaisoning with Stakeholders and Cross functional team members
* Monitoring & Evaluation of Project across project implementation area.
* To manage Procurement & Infrastructure Development
* Identification of EOI and Project Projection
* Monthly reports for the areas assigned and provide input for improvement
* Budget Planning, Forecasting & Analyze Periodically, Document Management, Content Development.
* To Develop & Review Financial System
* Need-Based Analytical Reports
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| **Company Name** | Tata Steel Rural Development Society (CSR, Tata Steel Ltd) |
| **Position** | Assistant Executive |
| **Industry (Department)**  | Steel Manufacturing ( Corporate Social Responsibilities)  |
| **Location** | Jamshedpur, India |
| **Duration** | April 2014 – Dec 2015 |
| **Designation** | Asst. Executive (Project Administrator & Process Owner) |
|  **Role & Key Responsibilities** | * Coordinate and handle all administration activities to ensure seamless support regarding office organization, event management and day-to-day operations including maintenance activities.
* Induction, on-boarding and Exit Formalities both static and out locations.
* Ensure uniformity towards project developments in coordination with project partners and also review MOUs periodically and setup project filing/documenting system.
* Reviewing and supervising contracts agreements and lease hold documents to ensure smooth service is in compliance with the contractors and various project partners, site coordination and cross functional management.
* Liaisoning with internal stakeholders (e.g. Line Managers and colleagues within team/department) to ensure proper support and business engagement on different activities arrange and coordinates meetings and conferences.
* Strategy formulation and technical review of training programmes and update to Programme Director.
* Determining skill development training needs of executives and designing / conducting customized training programs to enhance their operational efficiency leading to increased productivity.
* Identifying vocational training needs of the employees to enhance the efficiency of the operations.
* Conduct safety awareness campaigns and documenting minutes of safety Area Implementation Committee (AIC) & Divisional Implementation Committee (DIC) meetings and review monthly and submit report to the management.
* Monitoring overall function and development of the programmes, identifying areas of improvement and implementing adequate measures to maximize efficiency level of the programmes.
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| **Company Name** | Randstad India Pvt Ltd. (Posted at Tata Steel Ltd.) |
| **Position** | Executive (Process Owner Insurance Desk) |
| **Industry (Department)** | Steel Manufacturing (Human Resource Management- HRM Services) |
| **Location** | Jamshedpur, India |
| **Duration** | Oct 2012 – Jan 2014 |
| **Job Role & Key Responsibilities** | * To Monitor, Execute and Develop Insurance Desk at Tata Steel Ltd.
* Prepare reports on findings and secure settlements with insured claimants.
* Evaluate claim facts and policy coverage
* Maintain and updates financial report, administrative records and file all correspondence and ensure statutory compliance.
* Building relationships across organisation to ensure feedback & resolution of grievances.
* Presentation on Mediclaim benefits during Induction Programme to the New Joinees.
* Provide Support Services to HR Team as per the job assigned.
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| **Company Name** | Tata Steel Rural Development Society (CSR, Tata Steel Ltd) |
| **Position** | Project Accountant & Office Administrator |
| **Industry (Department)** | Steel Manufacturing ( Corporate Social Responsibilities) |
| **Location** | Jamshedpur, India |
| **Duration** | July 2008- March 2010 |

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| **Job Role & Key Responsibilities** | * Furnishing MIS reports to the top management with adequate planning and analysis which facilitate management for decision making.
* Maintain and updates financial report, administrative records and file all correspondence and ensure statutory compliance.
* Manage office services and liaison with relevant company vendors towards maintaining adequate inventory in office.
* Financial Planning and Budget monitoring
* Review accounting expenses, conducting Quarterly Audit and Report Writing
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**PROJECTS**

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| **Company Name** | Tata Steel Ltd. |
| **Location** | Jamshedpur  |
| **Duration** | May 2011 – June 2011 |
| **Designation** | Trainee “Summer Internship” |
| **Training Topic** | Debtors Management- Trend Analysis of Debtors on Account of Sale of Services rendered at Medical Division |

**ACADEMIC EXCELLENCE**

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| **SI No** | **Education Qualification** | **Disciplines** | **University / Accreditation by** | **Year Passed** |
| 1 | Post Graduation Diploma in Management (PGDM)  | Marketing & Finance | AICTE | 2012 |
| 2 | B.COM | Commerce | Ranchi | 2007 |
| 3 | Intermediate (12th) | Commerce & Economics | Board of Intermediate Andhra Pradesh | 2004 |
| 4 | Matriculation (Xth) | Commerce | ICSE | 2001 |

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| **TECHNOLOGICAL SKILLS** | * MS Office – Word, Excel, Power Point, Access
* MS Office – Excel (V-Look up |H- Look Up | Pivot Table)
* Tally – 9 , Quick Handling of Software’s
* Document Management System
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| **Extra Curricular Activities**  | * Volunteering various CSR events & medical health check-up camps.
* Active member in various sports such as badminton, chess, trekking.
* Photography
* Research & Development Activities
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