

[**PRASAD.372709@2freemail.com**](mailto:PRASAD.372709@2freemail.com)

**PRASAD**

**OBJECTIVE** To seek a challenging and responsible career in an organization that recognizes my talents and uses them for the development of organization and plans my growth

**EXPERIENCE** **TASK FZC Sharjah working 2015 to 2017 HR Admin/ PRO/ Reception**

**HR Admin**

* Maintain employee records (soft and hard copies)
* Update HR databases (e.g. new hires, separations, vacation and sick leaves)
* Assist in payroll preparation by providing relevant data, like absences, bonus and leaves
* Prepare paperwork for HR policies and procedures
* Process employees’ requests and provide relevant information
* Collaborate with the management to post job ads on careers pages and process incoming resumes
* Manage the department’s telephone center and address queries accordingly
* Prepare reports and presentations for internal communications
* Provide orientations for new employees by sharing on boarding packages and explaining company policies
* Maintain ISO data base(e.g. scheduling internal audits ,control records etc.)
* Maintain Workmen composition data base Insurance claims

**PRO**

* Arrange visa (work permit, husband sponsored visa, visit visa etc.) for expatriates and their family.
* Schedule staff’s visa, medical, coordinating with other internal and external departments.
* Collect all appropriate documentation necessary for visa and permits required to be processed.
* Organize visas for holiday and business related travel for managers as required.
* Responding to staff queries on Visa/ Labor/ Passport related matters.
* Ensure all visa, medical and labour permits are up to date and arrange timely renewal.
* Assist in all general inquiries concerning labour and immigration matters.

**Reception**

* Answer phone calls, provide information to callers or connect callers to appropriate people
* Make travel arrangements and reservations for senior managers, Employees
* Compose and type regular correspondence, like invitations and informative material
* Develop and maintain a filing system
* Greet and provide general support to visitors
* Develop, implement and improve office policies and procedures

**EXPERIENCE** **GR IMPEX Hyderabad** **2014 to 2015**

**Senior Admin Executive**

 Responsible for filing Shipping Bills & Bill of Entry’s completely.

 Following up of arrival of air and ocean cargo with respective Airlines,

Liners or freight forwarders and confirm the same to the clients.

 Coordinate with clients for necessary documents for Customs clearance.

 Solving the Problems related to Documentation.

 Updating the clients regarding the status of consignments from time to time

 Preparing daily, weekly and monthly consignment statements and provide the same

through e-mail to the clients.

 Coordinating with transport department of the organization to ensure timely delivery of the

consignment to the clients

 Ensure proper coordination with the clients.

 Maintaining petty cash books

 Preparing authorization letters ,covering letters

**PSK Infrastructures and projects Limited Hyderabad** **2012 to 2013**

**Admin assistant/HR**

 Establish and maintain computer records, including recruitment files, general files and other

information on sick leave, payroll, vacation pay, attendance cards, and hourly time records,

maintain confidential employee information and records

 Work closely with human resources analyst in recruitment process

 Maintain an accurate employee telephone list and other necessary databases

 Collecting the required documents, creation of login ID for attendance

 Employee resources

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**Spencer’s**, Hyderabad **2009**

**Customer relationship executive**

Maintain store

Supervised …

Stock updates

Maintaining staff

**EDUCATION** **MBA Human resources/ Marketing**

Hi-tech collage of engineering and technology

JNTU University Hyderabad

**B.com (computers)**

Gitam collage

KAKATIYA University Hyderabad

**S.S.C**

A.P.S.W.R.school & collage

Hyderabad

**TECHINCAL**

**SKILLS**

**LANGUAGES**

**PROFESSIONAL SKILLS**

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**Personal**

**Profile**

**Declaration**

Focus Software Hardware, networking

MS Excel, Word, PowerPoint Operating system, win 2000,XP 2003,vista win 2007 & win 8

English, Telugu, Hindi

* Good communication skills and inter personal skills
* Positive results oriented towards goal
* Ability to work in a team environment and individually
* Friendly nature
* Easily adaptive to new environment
* Adroit to learn new things

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| Date of birth | : 15/09/1990 | |
| Gender | : | Male |
| Religion | : | Hindu |
| Nationality | : | Indian |
| Marital status | : | Single |

I hereby declare that the above mentioned information is true to that best of my knowledge.

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