**Srinivas**

[srinivas-392056@2freemail.com](mailto:srinivas-392056@2freemail.com)

**career OBJECTIVE:**

To work in an organization, to grow with it, upgrade myself and give my very best to the organization.

**STRENGTHS:**

* Excellent communication skills.
* An efficient independent worker as well as a very good Team Player.
* Can blend work and skill with dedication, hard work and sincerity.
* Have an ability of doing the routine job without loosing focus.
* To achieve set goals within the set time frame.

**QUALIFICATION:**

**MBA from Alagappa University.**

**WORK EXPERIENCE:**

**ORGANIZATION: Bank of America Continuum (Hyderabad (July 2012-july 2 “18)**

**Client Location: - Associated with Bank of America Continuum.**

**Designation:  Senior Team Member.**

**Job Responsibility:**

**Working for esteemed client (US Top 3 Banking Solution Provider)**

* Responsible for Auditing, Data Collation, Risk. As per criticality of process.
* Collecting the data from Team Member’s like Quality, Issues in order to eliminate risk.
* Taking care of Team Member’s and also ensuring that they get all the benefits they are entitled for at the Promotion’s.
* Informing business leads & reporting managers about benefits of work of individual employee. ( Better improvement of progress )
* Sending the Daily Tracker report to the business leads and reporting managers on a weekly basis.
* Responsible for Team handling absence of Team Leader ( Front Line Manager )
* Handling as Voice Of Excellence ( SPOC )
* Participation in Aspire activity.
* Appreciation as Best Team Player. .
* Worked in whole sale process as per requirement.
* Worked for ERP.
* Recognisation from Line of Business maintaining 100% as individual quality contribution on customer satisfaction.

**ORGANIZATION: JLL from Ranstad Payrolls (Hyderabad). (August 2011-May 2012)**

**Client Location: - Associated with Bank of America Continuum.**

**Designation:  Executive. (SBO)**

**Job Responsibility:**

**Working on an RPO model with an esteemed client (US Top 3 Banking Solution Provider)**

* Responsible for Auditing, Offer management, Compensation and Benefits for Relocation.
* Collecting the documents from selected candidates like Offer Letters, Relieving Letters, Pay Slips, Academic Certificates, and Address Proofs in order to initiate the Back Ground Verification.
* Co-ordinating with the potential candidates in terms of bringing down their notice period by any means available and onboard them.
* Taking care of the relocation of the candidates and also ensuring that they get all the benefits they are entitled for at the time of relocation
* Informing business leads & reporting managers about Team Member’s.
* Sending the offer Tracker report to the business leads and reporting managers on a weekly basis.
* Responsible for On boarding a candidates

**ORGANIZATION: Helios & Matheson It Private ltd**

**Associated with Bank of America Continuum (Feb 23- 2011-Agust 2011)**

**Designation:  Client Service Executive. (Offer Management Team)**

**Job Responsibility:**

**Working on an RPO model with an esteemed client (US Top 3 Banking Solution Provider)**

* Responsible for Document collection, Auditing, Offer management, Compensation and Benefits.
* CTC negotiation. Make the offered candidate understand the appraisal cycle and other benefits.
* Providing details of the compensation & benefits to the selected candidate.
* Collecting the documents from selected candidates like Offer Letters, Relieving Letters, Pay Slips, Academic Certificates, and Address Proofs in order to initiate the Back Ground Verification.
* Proposing the salary and getting the required approvals from Hiring Managers, C&B team and the segment leads
* Co-ordinating with the potential candidates in terms of bringing down their notice period by any means available and onboard them.
* Taking care of the relocation of the candidates and also ensuring that they get all the benefits they are entitled for at the time of relocation
* Informing business leads & reporting managers about new joiners.
* Make sure the CTC is offered considering the salary band width.
* Make sure the candidates are clear about the role that's been offered and clarify all the queries of the candidate.
* Sending the offer report to the business leads and reporting managers on a weekly basis.
* Extensively involved in the Recruitment drives, in terms of coordinating the technical panels and candidates.

**ORGANIZATION: Aegis BPO Ltd (Dec 2007 –July 2010)**

**Designation:   HR/Customer Support Executive.**

**Job Responsibility:**

* My role is to work as the HR executive involved in understanding the client requirements and responding to the manager by sending the required data on daily and weekly basis.
* Possess good analytical ability communication skills, working with a team and personal effectiveness.
* Involving in conference calls with the clients and rolling out updates to the team.
* Maintaining and conducting Daily, Weekly & Monthly Reports.
* Providing one on one to the agents to discuss their performance on a monthly basis.
* Providing effective process training to new associates & also identifying the training needs of the agents and arranging for it
* Providing floor walking for advisors & also making sure that they meet their respective targets
* Taking in charge of all the responsibilities in the absence of Team Leader

**Professional Achievements**:

* Received several client appreciations for completion of large volumes with perfect quality and good amount of research and resolving the complex calculations
* Received many spot awards for consistent performance with regards to quality & productivity.
* Won two extra miler awards in a span of two years for being a part of TL’s Team in simplifying the process & helping the team in clearing huge volumes.

**TECHNICAL SKILLS:**

Ms-Excel and Ms-Word. Internet

**TRAINING UNDERGONE:**

Communication & presentation skills

Listening skills.

Client Interaction Skills.

**PERSONAL PROFILE**

FATHER’S NAME : Vyasaraya Maidigola

DATE OF BIRTH : 09 Aug 1985

SEX :     Male

MARTIAL STATUS :  Unmarried

LANGUAGES KNOWN : English, Hindi, Telugu, and Kannada

NATIONALITY :  Indian

Notice Period : No (Immediate joining)