

Synopsis

A dynamic professional with over 13+ years of rich experience in Talent Acquisition, T&D compensation, Employee relations, Implementing HR policies and other areas in HRM including.

Educational Profile:

- MBA- HR from AU, Visakhapatnam in 2010.

Work Experience:-

- Working as a HR Manager at **Tomoegawa Aura India Pvt. Ltd Rudraram** from 7th November 2022 to 30th April 2026.
- Worked as a HR Executive at **Kirby Building Systems India Pvt. Ltd Pashamylaram** from 19th December 2018 to 20th July 2020
- Worked as a HR Executive at **PMF Engineering Ltd Pashamylaram** from 10th February 2016 to 17th December 2018
- Worked as a Manager at RR GAS Agency Vetapalem From 23rd February 2011 to 06th February 2016

Focussed Roles at Tomoegawa Aura India Pvt.Ltd

- Attendance tracking of all the employees
- Salary processing and reconciliation
- Interacting with the employees and resolving the issues
- Attending the meeting.
- Conducting awareness campaigns to aware the employees and workers.
- Maintaining all the categories of managerial works.
- Recruiting the people as per company requirement.
- Giving induction and training to the newly entered employees (joining formalities).
- Completion of the exit formalities and relieving processes.
- Appraising performance of the workers and staff.
- Tacking care on Legal liabilities of the company.
- Maintaining all the Registers and records.
- Leave Administration (like, CL, EL, and SL).
- Arrangement of Transport /Hospitality Management to Guest /Management.
- Employee profile safeguarding.
- Providing employee welfare programmes.
- Provide timely MIS reports to the management. These include manpower status, employee satisfaction, staff attendance, leave status and Extra Duties of employees etc.
- Coordinating with **HR** people Involving to Issuing the **ID, Visiting** and **Sim** card to Associates.

Strengths:

- Positive attitude and enthusiastic to work in teams.
- Self-motivation and good Inter personal skills.

PERSONAL PROFILE:

Date of Birth	:	10 th June, 1988
Family Background	:	Un-Married
Linguistic skills	:	Telugu, English, Hindi
Present address	:	Ashok Nagar, R.c Puram, Hyderabad
Permanent Address	:	Laxmipuram,Chirala, Bapatla Andhrapradesh

TATAJI CHAPPATI