

CURRICULUM VITAE

VEERA REDDY CHAGAMREDDY
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D.No.6-158,
Sudharshanreddy Nagar
Chintal, Qutbullapur
Hyderabad.

OBJECTIVE:

To submit my resume as a first step in exploring job opportunities in your esteemed organization and to contribute my mite for the development of both organization and myself when selected

EDUCATION QUALIFICATION

- Master of Human Resource Management (MHRM) Completed from ANU. - 2010
- Bachelor of Law (LLB.) Completed from Nagarjuna University-2006.
- Master of Commerce (M. Com) Completed from Nagarjuna University- 2000
- Bachelor of Commerce (B. Com) Completed from Nagarjuna University -1998.
- **CERTIFIED WELFARE OFFICER AS PER FACTORIES ACT'1948. (Regd. in MEDAK Dist)**

H R & ADMIN. FUNCTIONS

- Recruitment & Selection
- Pay roll (Salary & Wage Administration)
- Personal files maintain
- Training & Development
- Performance & Increments (PMS)
- Disciplinary matters
- Time office matins
- Submission of PF & ESI returns
- General administration
- Canteen maintains
- Vehicles maintains
- **Welfare of labour and staff**
- **C S R Activities.**
- **Liaisoning with concern govt., Departments. (Like Labour Dept, PF, ESI, PCB and Drug controller etc.)**

Liaisoning & IR Activities:

- ✓ Act as a liaison between employee and employer for communicating various rules & regulation, procedures etc. of management.
- ✓ Act as a legal advisor for Labour Law related matters to the management. ESIC EPF PT Workmen Compensation Act.
- ✓ Conduct various meeting with union and management about Health, safety, welfare and maintain harmony within plant/ premises.
- ✓ Appoint various committees like welfare, safety, grievance, work, suggestion etc. for their active participation.
- ✓ Try to settle down disputes if any, in plant premises for any reason between employees to employer within the shortest possible time.
- ✓ Promote housekeeping on shop floor, gardening, sanitary of high standard is to be maintained so that employees are not affected from any health or environmental diseases.

- ✓ Maintain industrial discipline and remains always actively involved with employee, union, Government officers' management etc.
- ✓ Promote collective Bargaining & Grievance handling procedure for employee.
- ✓ Monitoring of Employee relation and Time keeping and employee record maintenance.
- ✓ Monitoring of Appraisal and implementation of good policies and Modern Practices. Ability to handle a team of 6-7 juniors.
- ✓ Prepare and update HRMIS.

TO CONTRIBUTE HR ACTIVITIES FOR USFDA CERTIFICATION JULY-2018. (VINDHYA ORGANICS) TO CONTRIBUTE HR ACTIVITIES FOR USFDA CERTIFICATION DEC-2015. (SYNTHOKEM LABS) TO CONTRIBUTE HR ACTIVITIES FOR USFDA CERTIFICATION NOV-2013. (HETERO LABS) TO CONTRIBUTE HR ACTIVITIES FOR WHO CERTIFICATION JUN-2011. (HETERO LABS) TO CONTRIBUTE HR ACTIVITIES FOR USFDA CERTIFICATION DEC-2011. (HETERO LABS)
WAGE SETTLEMENT AGREEMENT (12/3) FOR VINDHYA ORGANICS IN 2018

WORK EXPERIENCE: TOTAL: 21.7 YEARS

- Working as **Head- HR, Admin & Liasoning** in **STANDARD REAGENTS PVT LTD**, (Reputed Hi purified chemicals & solvents manufacturer) IDA Jeedimetla. Since March-2026 to till date.
- Worked as **AGM - Administration** in **AUROBINDO PHARMA LTD**, IDA Bachupally. (Since Jul-2024 to till Feb - 2026) 1.7 Years.
- Worked as Sr. Manager (H R & Admin.) in **VEM TECHNOLOGIES PVT LTD**, (Reputed Aerospace & Defence Co.) IDA Bachupally. Since May-2021 to Jun-2024. For 3 years
- Worked as Sr. Manager (H R & Admin.) in **VINDHYA ORGANICS**, IDA Bollaram. (Since May-2017 to Mar-2021) for 4 years
- Worked as Manager (H R & Admin.) in **SYNTHOKEM LABS Pvt Ltd**, Unit-II Pashamylaram (since July-2014 to April-2017) for 3 years
- Worked as Asst. Manager (H R & Admin.) in **HETERO LABS Ltd**, Khazipally (since Apr- 2010 to June-2014) for 4.2 years.
- Worked as OFFICER (H R & Admin.) in **Sri Bajrang Jute Mills Ltd**, Guntur. (Since May-2002 to Mar-2008) for 6 years.

PERSONAL PROFILE

Father's Name	:	Sambi Reddy
Date of Birth	:	10-07-1978
Languages Known	:	Telugu, English and Hindi
Marital Status	:	Married
Nationality	:	Indian

DECLARATION:

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

Date:

Place: Hyderabad.

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