Name :- Krishna Chaitanya Somisetty

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Seeking challenging assignments in an organization that will enable to utilize my experience, organizational skills in achieving HR discipline and enhancing overall efficiency of HR activities and thereby contribute towards business excellence and grow to a Senior Management Level

Total years of work experience are 7.0 yrs. A Multitalented professional with 6.6 years’ experience of HR Operations, An HR Professional through experience in SAP End user role & HR Business Partner role. Working on SAP End User and ERP.

Competency Matrix

* Recruitment & Selection
* Employee Motivation
* HR Administration
* Compensation & Benefits
* Employee Relations
* Employee Engagement

Professional Contour

Work Force Staffing - HR, Amazon Transportation Services PVT LTD, Hyderabad Jan’22 - Present

* Handling multiple warehouses across Central & East region.
* Responsible to On Board the Blue-Collar employees as per the requirement.
* Managing the existing Manpower Vendors and aligning them to meet the requirements.
* Hands on experience of Labor Order & Labor Requisition management tool called SWAYAM.
* Preparing Daily and Weekly dashboard reports.
* Validating the data uploads in Swayam & Allsec portal.
* Accountable to Onboard Pre BGV-Green candidates.
* Regular Audits of candidates documents with vendors post On Boarding.
* Monitoring EA, SA & Attrition levels.
* Onboarded more than 45% Diversity and PWD candidates out of total requirement till date.
* Screened & Shortlisted more than thousands of candidates and on boarded nearly thousand candidates in current year.
* Performance tracking of vendors on monthly & Quarterly basis.
* Handling a team of three members reporting across the zone.
* Managing team roaster, attendance & leave management.
* Validating the vendor payments regarding hiring numbers.

Assistant Manager - HR, Client: Amazon Transportation Services PVT LTD, Hyderabad Apr ‘2020 –Dec’21

* Handling multiple warehouses across Hyderabad region.
* On Boarding the employees on Allsec portal and generating employee codes.
* Advanced knowledge on KRONOS device related to capture login and logouts of employees.
* Knowledge on mechanism of AtoZ app a handy mobile app for employees.
* Knowledge on resolving of tickets queries in Salesforce.
* Accountable for every employee to keep their ESIC pehchan card, Insurance card with updated details.
* Regular follow up with vendors to upload data of employees in data management system as per timeline.
* Responsible to conduct employee engagement activities as per calendar and Quarterly rewards based on performance.
* Accountable to maintain hygiene HR score card and other reports published across Zonal level and India level.
* Hands of experience on generating various reports related to contracts extension, Promotions, etc.
* Conducting regular HR Audits across site level.
* Regular briefings to employees regarding benefits, Policies as a part of visits.
* Resolving VOA queries addressing grievances with in timeline.
* Engaging One to One discussions frequently with employees for better employee experience.
* Initiating Internal Job posting process to identify talents in internal employees and closure in timeline.
* Handled a project on control of Over Time and deviations of timings and minimized the growth.
* Monitoring attendance approvals of employees on a daily basis to reduce deviations on accurate payroll.
* Conducting Exit interviews and initiating the separation process in the Allsec portal.

Senior Executive - HR, Aswini Homeo & Ayurvedic Products PVT LTD, Hyderabad Feb ‘2019 – Apr ’2020

* Sourcing and Screening the executive and managerial profiles through various Job portals and references.
* Short listing the candidates and scheduling the interviews.
* Rolling out offer letters for selected candidates and processing the On Boarding formalities.
* End to End knowledge on Employee Life Cycle.
* Handling the entire pay roll process manual and by using SAP software.
* Responsible for process of ESIC and PF remittances by on time.
* Actively managed & involved in organizing various employee training programs.
* Responsible for processing employee management (Joining Formalities, salary queries etc)
* One point of contact for employees queries like ESI and medical cards.
* Accountable for Payroll process (Incentives & Deductions).
* Ensuring plant visits and providing the observation to the management as per check list.
* Hands of experience in SAP in generating reports.
* Preparing weekly and monthly MIS reports.
* Grievance handling of various staff issues/queries related to various HR Policies.
* Handling Employee’s Full & Final Settlement, Exit Interview process, Gratuity etc.

Cluster - HRBP, Reliance Retail limited, Hyderabad Dec ‘2017 – Jan ‘2019

* Handling Multiple Stores across Telangana state.
* Ensuring that the Manpower recruitment is done as per the process & within the time frame.
* Visiting professional colleges for campus placements to recruit management trainee.
* Ensuring employees have undergone induction program as per timelines.
* Responsible for store visits and one on one discussion with employees.
* Actively managed & involved in organizing various employee training programs.
* 100% Adherence to the employee engagement calendar.
* Key responsibility in setting annual goals, mid-term & annual appraisals.
* Played a vital role in employee retention and brought down attrition from 40% to 30%.
* Responsible for processing employee management (Joining Formalities, salary queries etc)
* One point of contact for employees queries like ESI and medical cards.
* Accountable for Payroll process (Incentives & Deductions).
* Hands of experience on SAP in generating reports.
* Preparing weekly and monthly MIS reports.
* Very active in Employee Engagement (R&R, Special Days, WOW etc.).
* Grievance handling of various staff issues/queries related to various HR Policies
* Handling Employee’s Full & Final Settlement, Exit Interview process.

HR –Executive, Future Retail Limited Hyderabad. Dec’ 2015 – Dec’ 2017

* Handling all the stores in AP/ Telangana.
* Managing good rapport with the colleges, Institutional Divisions, NGO’s etc for the recruitment.
* Payroll inputs for the region
* Recruiting of front end and managerial positions.
* Generate MIS reports through ERP with analysis to the top management on Recruitment Status, Attrition Analysis, Reports of offer status Details, (as per the Top Mgt requirement).
* Works on ERP (Employee code creation, Confirmation action, Transfer, Promotion, Demotion, Annual increment action, all updation in ERP and Organizational structure changes etc.)
* Preparation of employee Appointment, Confirmation, Transfer, Up gradation, HRS Letter, Increment, Promotion & Policy related Letters.
* Conducting employee engagement activities (R&R, Best employee of month, traditional day, LSA awards etc).
* Grievance handling of various staff issues/queries related to various HR Policies
* Handling Employee’s Full & Final Settlement, Exit Interview process

IT Skills

* Knowledge in Excel, Word and Power Point
* Proficient in Internet and browsing.

Education

* Masters of Business Administration from Samata PG College – Visakhapatnam, affiliated to Andhra University.
* BSc (Computers) from Govt Degree College - Akividu, affiliated to Andhra University.

Awards & Recognition

* Awarded with Best HR for the Year 2016 in Future Group.
* Promoted to Amazon rolls from Off role in less than two years.

Personal Details

Date of Birth : 28-August-1991

Languages Known : English, Hindi, Telugu,

Marital Status : Married.

Current Address : Beside Sri Harsha Apartments, Motinagar, Hyderabad – 500018.

Chaitanya Somisetty:

Date:

Place: