## SHANKAR NAG S,

Mobile:9989333029,

Email-id: sipureddy@gmail.com

**Career Objective:**

To be a part of an environment, which unleashes my skills towards the growth of the organization along with a scope to excel in the concurrent and ever-changing field of human resources.

**CAREER ACCOMPLISHMENTS**

* Having 16 + years’ experience in Human Resource Department.

Currently working at **Aurobindo Pharma Limited** since **13th April’2022** till date, Handling Unit XII FML manufacturing OSD – Oral Solid dosage & Injectable Sterile’s, responsible for Employee End to End life cycle management, Talent Acquisition, HR Strategy Planning, Performance Management system, Compensation & Benefits, Statutory compliance, Handling ER and IR activities, Contract Labor vendor management.

Associated with **Hetero Labs Limited (Unit – IX) Nakkapalli Complex,** API in Position of **“Senior Manager – HR”** handling End to End Functions of Human Resources responsible for End-to-End Employee Life Cycle Management since **08th April’2020 till 31st July’2021.**

Associated with **Future Group** in the Position of Regional Human Resource Manager for Hyderabad Region - Handling End to End Functions of Human Resources from 28th May’18 till 05th April’2020.

* Handling 6 Stores Central Formats Fashion of all Large Retail Apparel formats, handling Employee Life cycle management with turnover of 650 crores per annum.
* Ensuring the Cost of Manpower at 3.5% across all the functions and departments
* Manpower Plan and budgeting store wise along with all the Stake holders to have cost efficiency without effecting the Business operations
* Launch of GSM Mall Miyapur Hyderabad within 30 days completed Training and Hiring of Manpower across all the bands and Levels to have cost control as per the TAT hiring is done
* Handling all the Functions of HR
* Conducting All Employee Engagement activities , Town Hall activities , All hands to have interaction with all Employees and encouraging their suggestions
* New store Launch at Vijayawada within next 2 months , planning on the Manpower budget based on the estimated and projected sale numbers
* Responsible for End to end functions of HR
* Visit plan for all the 6 stores with concurrence of all stake holders availability
* Succession Plan preparation and Career Progression plan , and to have a Early warning mechanism
* Responsible for Regional HR Activities across all the Central stores

Associated with “**Flipkart Internet Pvt Ltd” at** Hyderabad **Fulfillment center, from Aug’15 till 27th May’18** in the capacity of **Senior Human Resource - Business Partner.** Handling all end to end functions of HR**.**

• Successfully launched a world class Fully Automated Fulfillment Center with a trading Area of 2.5 lakhs square feet during the month October’15.

• Contributed towards planning the Recruitment Strategy /Hiring Policy/Contract Labour Hiring strategies (periodical contract labour contract closures) cost reduction etc.

• Sourcing various Manpower Vendors for Facility Maintenance and Infrastructure Maintenance

•Acquired all required Licenses and Approvals for Operating the Facility within the stipulated time.

• Responsible for Smooth flow of Operations from HR perspective

• Monitoring and controlling Absenteeism and Attrition and Facility stood as lowest Absenteeism and Attrition for the Quarters of OND, JFM & AM among all the existing 14 FC’s PAN India.

•Handling ER/IR issues

•Responsible for all the end to end Functions of Human Resources for a Life cycle of a Employee. Both FTE and Contract Employees.

Worked with **“Celkon Impex Pvt Ltd”** a leading Telecom Handset industry at AP and Telangana from Sep’14 to Aug’15 in the capacity of **“Manager – HR”**.Handling all End to End functions of HR.

Worked with **Hetero Corporate Limited** since Aug'13 till Sep’14, as **Assistant Manager HR** Hyderabad

• Participated in the Manning Budgeting and completed all the Recruitment’s as per the given time frame, handling Recruitment activity and End to End Human Resource activities**.**

• Handling all activities pertaining to Industrial Relations, Labor Legislation’s.

• Handling of Statutory compliance’s like (Registration License, Contract Labor License, Trade License, Drug License ,Dealing with PCB ETC)

• Monitoring the Manpower cost with the Budgets allocated

• Handling Compensation and Benefits, Monthly Payroll activity, Time Office function

• Maintain a comprehensive databank of professionals (Personnel/skill sets/salary

Database/experience).  
• Effective deployment of Manpower as per the requirement of the Business

• Planned Staff Engagement Calendar and introduced Quarterly Corporate Social Responsibility activity calendar

• Handle exit interview process – relieving formalities, issue service certificate, conduct

Exit interview.

• Handling of Statutory compliance’s like E.S.I, P.F, PT (Payment of Monthly challans,

Submission of all necessary forms).

• Arranging monthly events, picnics, sports activity and Annual Day Function etc.

• Effective deployment of Manpower as per the requirement of the Business

•Short listing candidates and fit the right candidate at the right place

•Recruitment as per the time lines and business requirement

•Monitoring the Manpower cost with the Budgets allocated

•To handle Employee Grievances   
• Induction program – Preparation of induction kits and preparing schedule for the Induction program.  
• Manage all HR administration records, Counseling / Employee Relations   
• Handle exit interview process – relieving formalities, issue service certificate, conduct Exit interview and instruct Finance department for final settlement.

**Work Experience:**

Worked as **Department** **Manager – Human Resources** at **Metro Cash and Carry India Pvt Ltd** from 31st May 2012 till Aug'13, **Vijayawada.**

•Successfully contributed towards the launch of **Metro Wholesale Cash and Carry Store** at Vijayawada on 08th Nov’2012, having a trading area of 50 thousand Sft

•Participated in the Manning Budgeting and completed all the Recruitments as per the given timeframe

• Handling of Statutory compliances required for the Store Launch like (Registration License, Contract Labor License

•Monitoring the Manpower cost with the Budgets allocated

• Maintain a comprehensive databank of professionals (Personnel/skill sets/salary

Database/experience).  
• Effective deployment of Manpower as per the requirement of the Business

•Planned Staff Engagement Calendar and introduced Quarterly Corporate Social Responsibility activity calendar

• Handle exit interview process – relieving formalities, issue service certificate, conduct

Exit interview.

• Handling of Statutory compliances like E.S.I, P.F, PT (Payment of Monthly challans,

Submission of all necessary forms).

• Arranging monthly events, picnics, sports activity and Company Day Functions.

**Work Experience:**

Worked As **Territory Manager – HR** at **Aditya Birla Pvt Limited MORE Supermarkets** from 12th Dec 2011 till 30th May 2012, **Vijayawada.**

•Prepare Manpower Budgeting in accordance with the nature of Store we launch depending on the trading area

• Effective deployment of Manpower as per the requirement of the Business

• At present Handling 37 Super Market formats with a trading area of 60,000 sft and a distribution centre

• Contribution towards Restructuring and rightsizing of Manpower budgets

•Introduced an Engagement calendar Store wise and make Employees to participate to develop interpersonal skills.

• Monitoring the Manpower cost with the Budgets allocated

•Short listing candidates and fit the right candidate at the right place

• Handle exit interview process – relieving formalities, issue service certificate, conduct

exit interview and instruct Finance department for final settlement.  
• Maintain a comprehensive databank of professionals (Personnel/skill sets/salary

Database/experience).  
•Management of Employee Compensation including payroll administration.

**Work Experience:**

* Worked in Human Resource Department as **Assistant Manager - HR** at **MS SPENCERS RETAIL Ltd** from 10th Jul 2007 till 10th Dec 2011, **Visakhapatnam.**

•Contribution towards the Hyper Store Launches at Kakinada, Vijayawada, Guntur, Bhimavaram with respect to in time recruitment of Employees and Outsourced Staff.

•Prepare Manpower Budgeting in accordance with the nature of Store we launch

• Effective deployment of Manpower as per the requirement of the Business

•Short listing candidates and fit the right candidate at the right place

•Recruitment as per the time lines and business requirement

•Monitoring the Manpower cost with the Budgets allocated

•To handle Employee Grievances

• Joining Formalities.  
• Induction program – Preparation of induction kits and preparing schedule for the Induction program.  
• Manage all HR administration records, Counseling / Employee Relations   
• Handle exit interview process – relieving formalities, issue service certificate, conduct

Exit interview and instruct Finance department for final settlement.  
• Maintain a comprehensive databank of professionals (Personnel/skill sets/salary

Database / experience).  
• Assist Managers in interview process.

• Management of Employee Compensation including payroll administration.

• Handling of Statutory compliances like E.S.I, P.F(Payment of Monthly challans,

Submission of all necessary forms).

• Arranging monthly events, picnics, sports activity and Company Day Functions.  
• Assist Managers in interview process.

**Work Experience:**

* Worked in Human Resource Department as **SR.HR Assistant** at **M/S GREEN PARK HOTEL** from **December 12th 2005 till 5th July 2007**, **Hyderabad.**

**Work Description:**

• Monitoring Time Office Functions and posting of leaves.

• Conduct tests and evaluate candidates  
• Conduct HR interviews  
• On selection negotiate and finalize salaries, fix joining date.  
• Issuing of Offer / Appointment letters, Check references and follow-up for closure  
 Benefits and Administration  
• Working closely with finance department to process salaries.  
• Joining Formalities.  
• Induction program – Preparation of induction kits and preparing schedule for the

induction program.  
• Manage all HR administration records.  
Counseling / Employee Relations   
• Handle exit interview process – relieving formalities, issue service certificate, conduct

exit interview and instruct Finance department for final settlement.  
• Maintain a comprehensive databank of professionals (Personnel/skill sets/salary

database / experience).  
• Arranging monthly events, picnics, sports activity and Company Day Functions.  
• Assist Managers in interview process.

• Management of Employee Compensation including payroll administration.

• Handling of Statutory compliances like E.S.I, P.F (Payment of Monthly challans,

Submission of all necessary forms).

**Past Experience:**

* Worked in Human Resource Department as **Traineee-HR** at **MS CARE HOSPITAL** from **May 2005 to December 9th 2005, Hyderabad.**

**Work Description:**

• Monitoring Time Office functions leave postings and updation of leave records.

• Dealing with the encashment of earned leaves and maintaining time office package.

• Maintaining of Data Banks and informing the candidates as per requirement.

• Coordinating of Interviews with the concerned Head of the departments.

• Issue of ID Card, and all other formalities on the date of joining itself.

**Educational Qualification:**

• **Masters of Human Resource Management** from Pydah College (Affiliated to Andhra University), Visakhapatnam, 2003-2005**.**

• **Bachelor of Commerce** from Pydah College (Affiliated to Andhra University) Visakhapatnam, 2000-2003.

• **M.E.C (Maths, Economics, Commerce)** from Sri Chaitanya College, Visakhapatnam,

1998-2000.

###### PROJECTS UNDERTAKEN DURING POST GRADUATION LEVEL:

**INTERNSHIP:**

Title A Study on Retention Strategies

Name and Address of the Company **Dr. Reddy Laboratories,**

Hyderabad.

Duration 45 days

###### Field Work Training:

Title Detailed Study of Human Resource Department

Name and Address of the Company **Steel Authority of India Ltd. (SAIL),**

Central Marketing Organization,

Visakhapatnam.

Duration 17 days

###### KEY SKILLS:

• Capable of working as a part of cohesive team.

• Determination to achieve the target.

• Proficient in MS.Office

• Self Confidence.

• Ability to learn new trends quickly.

• Flexibility according to the circumstances.

PERSONAL DETAILS:

Date of Birth 9th Jan, 1984

Languages Known English, Hindi, Telugu

Hobbies Making Friends, Playing and Watching

Cricket

DECLARATION

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

**(S. Shankar Nag)**