

## **RESUME**

**MANDADAPU RAMESH**

Email id:rameshmandadapu73@gmail.com

Mobile no: 6303980887

### **OBJECTIVE:**

Willing to give total support to the organization that I am in, with the skills and capability that I have, in order to achieve organization's goals and create mutual benefits.

### **EDUCATIONAL PROFILE:**

Post Graduation: (M.B.A Human Resource) in RK College of Engineering,  
(JNTU-K) 2020 to 2022.

Graduation: B.com (Comp) from Chaitnya Degree Collage, Nandigama.  
(Kristna University) in 2018

Intermediate: Group: C.E.C  
Board: Board of Intermediate education, A.P  
College: Chaitnya Junior Collage, Nandigama.

Schooling: School: Pavan Subhodya vidhyanikethan, Nandigama.  
Board: Board of Secondary Education, A.P

### **WORK EXPERIENCE:**

- Previous Employed in HR & Admin Dept ,Vasantha Spinning Mills ,Guntur From Jun 2018 to Sep 2019 .  
Job Role: Assistant in HR & Admin Dept .
- Previous Employed in HR & Admin Dept ,SMS Pharmaceuticals LTD., HYD From Oct 2019 to July 2023 .  
Job Role: Officer in HR & Admin Dept .
- Current working in P & A HR Recruiter, AGI Glaspac LTD., HYD From July 2023 to Still .  
Job Role: Sr.Officer in HR.

- \* Facing the Customer audit's, EDQEM, FDA
- \* Conducting Recruitment: Sourcing Resumes to Select Best Qualified Shortlist Candidates as per user department requirements and Interviewed Candidates.
- \* Coordination with Technical panel and understanding their requirements, defining job positions. Applicant's /reference and communicate with Previous Employees to Qualify Capabilities and verify work history
- \* Conducting Campus Drives to ITI & B Tech Colleges.
- \* Conducting induction training for new joining and all Employees Monthly & Yearly Training Program.
- \* EPF, ESIC - Employee Registration
- \* Joining & Exit Formalities.
- \* Maintaining employees' personal files and records, communicating HR policies & across the organization at all levels.
- \* Maintain Joining Records, Issue ID's ,Open Salary accounts and Reliving
- \* Maintaining Time and attendance, maintaining salary details of every employee in the organization, keeping track of deductions, and bonuses.
- \* Contract Labor Management.
- \* Responding to the employees issues like Shift Timings, Work Environment problems and Health issues.
- \* Pressing monthly attendance musters for workers, trainees & officers.
- \* Compilation & processing of attendance data in attendance system , Leave Management.
- \* Auditors & Guests Receiving and conducting conference meeting.
- \* Monitoring to Plant Housekeeping & Building Maintenance.
- \* Canteen Management , Transport Management.
- \* Planning Casual Manpower on Daily Basis.
- \* Monitoring to Pest Control Activities.
- \* Annual Medical check up.

### COMPUTER SKILLS:

- Software : \* Tally.ERP9 , C, C++
- \* MS Excel
- \* MS Word
- \* MS Point



### PERSONAL TRAITS:

- Responsible and Dedicated
- Good hard working and good communication skills
- Honest and dedicated towards woks
- Ability to lead and work in a team

### PERSONAL PROFILE:

Name : M Ramesh  
Father's Name : M Srinu  
Nationality : Indian  
Date-of-Birth : 09-07-1998  
Sex : Male  
Marital Status : Single  
Languages Known : English, Hindi and Telugu  
Hobbies : Playing Cricket, Playing chess,  
Listening To Music, Watching Sports  
Permanent Address : Veladikothapalem Village  
Chandarlapadu Mandal - 521182  
Krishna Dist. Andhra Pradesh.

Place: Hyderabad  
Date:

MANDADAPU RAMESH