



BHAVANI SHANKAR PYDA

Seeking a challenging career that encourages continuous learning and creativity, that provides exposure to new ideas and stimulates professional as well as personal growth also. To secure a challenging position where I can effectively contribute my skills as professional, processing competent Advanced Managing Skills.

WORK EXPERIENCE

Human Resource Assistant in Veedeel Projects Pvt Ltd Vijayawada, Andhra Pradesh, India

Jan 2020 - Mar 2023

- Handling entire life cycle for recruitment of personal.
- Coordinating with Dept. Heads for assessing their Manpower requirements,
- Manpower Planning and Development of job profile.
- Maintained employee data and kept updated accounts of all employment records.
- Assisted in recruiting and training of new employees.
- Shortlist the job application & conducting preliminary interviews.
- Preparing Offer & Appointment letters for New Joiners.
- Taking inductions, orientations & joining formalities.
- Employee data creation, modification, employment number generation & other activities.
- Creation and Maintain of Organization Management & Time Management activities.
- Payroll processing and posting to Finance Dept.
- Preparation of Appraisal forms, intimation appraisal forms and follow-up for timely receipt for the same.
- Evaluation of performance rating with concerned Dept. Head.
- Analysis basis of increments and promotions as per company policy.
- Preparation & Issuing of Annual Increment and Promotion Letters.
- F&F settlement to the employees.

CONTACT



+971554858013



shankarleads@gmail.com



Deira, Dubai

SKILLS

- Quick Learner
- Multitasking
- Good Computer Skills
- Good Communication Skills
- Good Written Skills
- Team Management
- Focusing on New Tasks

LANGUAGE

- English
- Hindi
- Telugu

PERSONAL DETAILS

- D.O.B : 22-11-1990
- Nationality : Indian
- Passport No : S3694917

HOBBIES

- Playing Cricket
- Playing Badminton
- Listening Music
- Dancing
- Exploring to outsides

Logistic Coordinator, E-Commerce Executive & Warehouse Associate in Armada Retail Concept Ardiyah, Kuwait

Jan 2015 - Jun 2019

- Worked in different challenging roles like Logistics Coordinator, E-Commerce Executive & Warehouse Associate.
- As an E-Commerce Executive, Warehouse Associate updating the inward and outward of all the stock delivery in time by maintaining all quality parameters with 100% Non-Complains.
- Transferring and Receiving the stock from Warehouse to Stores and from Stores to Warehouse.
- Picking, packing and dispatching as per the requirements of the stores with the invoices.
- Loading, Unloading and Store the items in an order and accessible manner in the Warehouse.
- As Logistics Coordinator look towards the order receiving and dispatching with time minimization.
- Tracking all orders & planning of delivery. Quality verification of the stock with all parameters.
- As a Logistics Coordinator analyzing the data related to the orders received maintaining and making report for the monthly review of the individual customers.
- Shipments will be done throughout GCC, USA and India etc. using different sources like FedEx, Aramex and Posta plus as per the order placed by the customer.

Human Resource Administrator in Vaitla Retail Pvt Ltd. Vijayawada, Andhra Pradesh, India

Jun 2013 - Nov 2014

- In time and Out time of the Employees and Document Controller analyzing the data.
- Generating the Salaries and Pay slips to the Employees.
- Training and Replacing in different positions likes Sales, Coordinator, Store Keeper etc. as per the requirements to the Stores & Warehouse.
- Working on the replacing employees performance in particular positions.
- Working with different team likes Sales Coordinators, Store Managers, Regional Managers.

Backend Customer Service Executive in Metro Cash & Carry. Vijayawada, Andhra Pradesh, India

Jun 2012 - May 2013

- Collecting the Data and Document regarding to the licenses of the business from the customer.
- Verifying the documents to provide add on cards to the customers on a particular business license as per the availability.
- Printing add on cards to the customers.

EDUCATION :-

B-Tech (Computer Science Engineering)

2008 - 2012

RK College Of Engineering & Technology, JNTUK, Vijayawada

Intermediate (M.P.C)

2006 - 2008

Sri Chaitanya Junior College, Board of Intermediate, Vijayawada

S.S.C

2006

Sri Krishnaveni Talent School, Board Of Secondary Education, VJY

STRENGTHS :-

- Positive Attitude
- Adoptability to new environment
- Punctuality
- Hardworking
- Ability to deal with people diplomatically.
- Excellent Organization and Management abilities.
- Possess strong leadership and team building skills.