

## **0005\_vsp\_mba\_manager\_hr\_administration**

### **HR PROFESSIONAL - Asst.Manager – HR & Administration**

**REF NO: 0005 VSP**

**QUALIFICATION: Diploma Master of Business Administration in HRM-2008**

**EXP : 12 YEARS**

#### **JOB SPECIFICATION :**

HR Professional – Recruitment, Training & development, Performance Appraisal, Payroll management, Industrial Relations, statutory compliance, Compensation & database management, Attendance & management, Administration Function, Employee Engagement & Employee Retention, Industrial Safety & Security.

**PLACE: BHADRAK, ODISHA**

## **0013\_mba\_sales\_&\_marketing**

### **Sales & Marketing – MBA**

**REF NO : 0013 VSP**

**QUALIFICATION: M.B.A (Marketing)**

**EXP: 9+ YEARS**

**INDUSTRIES : Purchase - Sr Executive**

**Job Description :**

Sourcing & procurement of raw materials, Consumable goods, materials and equipments for the business

Forwarding the rate quotation to the party.

Handling the local purchase as for the plant requirement.

Receiving indents from indenters and Checking the purchase requirements.

Sending enquiries to approved vendors,

Budgeting, Estimation, comparison of quotes, rate analysis and finalization of rates and cost for materials and services.

Preparing procurement terms, conditions for technical and commercial.

Reviewing Vendor performance and taking corrective actions to ensure timeliness and quality of supplies.

Maintain alternative sources of supply in case of non-performance by existing Vendors.

Ensuring timely processing of Bills

Raising purchase orders.

Suppliers invoices clearing as per orders on receipt of materials at site.

Feedback from pending purchase order in on time.

Maintains the indents in excel format according to the departments.

Coordination with the higher authority for certifying the material according to their need. (Technical specifications).

Preparing enquiry notes for quotation, preparing quota comparative statement and purchase orders for the site requirements.

Follow up with vendors for the supplies as per schedules.

Coordinating with stores for inspection of materials on receipt at site.

Placing order on getting approval from concerned authorities

Preparing management reports concerned purchases and sales

Receive Invoices from vendors get them sanctioned and arrange for payment

Having well experience in operation of tally entries like purchase orders, Receipt note of materials, Purchase accounting etc.

Updating GRN(Goods Receive Note with invoice) in tally.

Purchase Bill processing and accounting.

Calculations of freight, duties , taxes ,loading ,unloading and any other expenses related to materials and purchase orders.

Maintenance reports in excel format according payments.

Area : Visakhapatnam, AP.

## **0026\_vsp\_logistic\_section\_bsc\_&dca**

### **Logistic Section - B.SC MATHS**

REF NO : 0026 VSP

QUALIFICATION : B . Sc (Maths Hons), 2008

- Advance Diploma in Hardware & Networking

- Advance Diploma in Computer Programming & Application

EXP. 5 YEARS

INDUSTRIES : Logistic Section (Receiving & Dispatch)

Working for HR receiving & Dispatch Section processes in logistics on SAP system.

GRN of all coils receiving section & maintaining record of excise details officially through SAP system.

Approving for delivery in despatch section.

Delivery of vehicles with loaded.

PGI for despatched coils & maintain the despatched coils in logbook for future record.

↳Verifies and maintains records of Receiving and Despat coils in a company centre.

↳Monthly created EIS & OEE reports for company centre.

↳Having Knowledge of maintenance & managing operational items of store.

↳Managing document preparation of audit works.

↳Maintaining record of excise details officially through SAP system.

↳Perform administrative duties (including documents distribution/collection/filling).

↳Compile non-conformance report and expedite on closing of product discrepancy.

↳Update and compile logistics-related monthly reports.

↳Maintain and update stock inventory records and location of goods.

↳Assist to answer incoming calls and message taking.

↳Other related logistics duties as assigned.

Application Used:

↳CRM-IS

↳Reliance I-Care

↳SAP – Sales & Distribution

↳Lotus

AREA : Ranchi, Jharkhand

**0030\_vsp\_hardware\_pc\_maint\_equipt\_mgmt**

## **SUPERVISOR - Man & Equipment management**

REF NO : 0030 VSP

QUALIFICATION: PC Maintenance & Networking (N.I.H.T) + D.P.M.T  
(C.I.P.E.T, Haldia)

EXP.: 6 YEARS

INDUSTRIES : Manpower & Equipment management

↳Mould Maintenance.

↳Data Entry.

• Billing & Mailing.

• Other Official Work

• PC Maintenance

• Man & Equipment management.

AREA : HALDIA

048\_vsp\_hr\_recruiter\_it

IT - Recruitment

REF NO : 0048 VSP

QUALIFICATION: Diploma in Human Resource Development – IIMAT (2002)

EXP.: 8 YEARS

INDUSTRIES : HR – IT Recruitment

**JOB PROFILE :**

**Recruitment & Staffing**

• Collaborating with Team Managers to understand the open requisition. Preparing Job Description and obtaining final approval.

• Plan the selection process in a timely and cost effective manner using a mix of various methods viz: Internet, employee Referral, Campus, Job Consultants, and Walk-ins etc.

• Managing the complete recruitment life-cycle for sourcing the best talent from diverse sources which includes sourcing, short listing candidates, conducting interviews across levels, salary negotiations, joining formalities & background verification.

• Maintaining Resource plan, Vendor Management.

• Successfully filled 50 + positions in a span of 3 Months.

• Hired for all levels starting campus recruitment, Technical Positions and Managerial positions as well.

**On Boarding & Induction**

• Spearheading the entire activities including on boarding process, joining formalities, providing orientation, induction to new recruits

• Interacting with System Administrator for system set up and work station allocation.

• Have been involved in background check process.

• Have conducted several new joiners' induction sessions for the new joiners.

• Updating new joiners status and exit status for resigned employees.

**Training & Development**

• Identifying training needs & ensuring measurability & effectiveness across the organization.

• Evaluating training effectiveness by regular interacting with participants &

Identifying training needs and accordingly Designing & Organizing.

**Process Improvement & Internal Audit**

• Continuously focusing on ensuring process Improvements to facilitate realization of Organizational goals.

Involvement in Internal audit to ensure process compliance.

### **Relieving Formalities**

Intimating to the Managers regarding Resignations and Drop outs.

Ensure filling up of forms for relieving.

Taking Exit interviews.

AREA : CHENNAI

## **0049\_hardware\_engr\_it\_professional**

IT Professional

REF NO : 0049 VSP

### **QUALIFICATION:**

1. MBA from Indian School of Management & Studies
2. Completed PMP Exam Prep-Course from Quahance
3. ITIL Foundation Certification
4. VERITAS clusters course from Root Shell
5. Netback-up Course from 5 Tech Solutions
6. Sun Certified System Administrator
7. Certificate for NOVELL Netware
8. Diploma in Computer Hardware Engineering IIHT Bangalore
9. Diploma in Electronic and Communication from K.I.E.T Bangalore

EXP.: 15 YEARS

INDUSTRIES : IT professional

### **JOB PROFILE :**

**Versatile technocrat with through experience in**

- Disk Administration
- File systems Administration
- DNS & NIS Servers
- Installing software s/modules
- Configuring or modifying Kernel Parameters
- Trouble Shooting of SUN Hardware and VERITAS volume Manager
- System Services / Configuring and troubleshooting NFS services
- System Troubleshooting - Troubleshooting all kind of OS related issue
- User Account Administration - Creation of New user accounts, updating / modifying the user or group permissions and Configuring SUDO access
- Incident management
- Change management
- Problem management.

Articulate communicator **with demonstrated capabilities in coordinating with th** **endors like SUN and HP** for handling hardware issues; experience in deploying Patches on Servers & Workstations, Incident

Management, change management,

!Adequate knowledge of ITIL Best Practices & Project Management Methodologies and hands on exposure to various Quality Fundamentals

!Demonstrated capability in handling large scale delivery assignments for various platform technologies coupled with established credibility in providing domain support for managing operations round the clock

!Excellent team player with effective time management skills; proven ability to work accurately and quickly prioritize, whilst simultaneously managing the diverse range of function from multiple sources

!The Implementation Manager drives customer satisfaction and business growth through the successful management

**Area : Kolkata**

## **0050\_it\_professional\_mech\_engr\_ms\_computers**

IT Professional

REF NO : 0050 VSP

QUALIFICATION: **M.Tech in Computer Science – 1998 + B.Tech in Mech. Engineering 1991**

EXP.: 16 YEARS

INDUSTRIES : IT Professional

### **JOB PROFILE :**

? **PMP Certified IT** Account, Delivery Leader & Management professional experienced in **Program, Delivery, and Project Management** in multi-cultural environment.

? **Experience in Software Development/Delivery** through complete SDLC, including complex Integration with multiple existing and new Applications. Effectively created and managed team of Project Managers.

? Experience in Project and on Program level engagements.

? Experience in BFSI domain and also with product based companies including **product customization, enhancement and implementation experience.**

? **Lead New Product Introduction (NPI)** Programs with HW, SW, PLM, Manufacturing, and CS cross-functional teams. Manage all the required deliverables from engineering and cross-functional team throughout the NPI life cycle, from pre-P0 (scoping) through P4 (delivery) and FRS.

? Expertise in devising operational strategies, financial plans, maintaining revenue cycle, client management and achieving substantial revenue growth annually.

? Demonstrated excellence in **Engagement Management** derived from outstanding communication skills with the ability to mentor and motivate taskforces.

? Also involved in **pre-sales / sales activities**, responding to RFP/RFIs, preparing partnership proposals and capability demonstrations to customers

? Experience in **Global Delivery** with **onsite and offshore engagement models**. Managed multivendor, sub-contractors, 3<sup>rd</sup> parties, in multi-applications solution delivery with complex integrations across systems implemented by different vendors.

? Responsible for **Architectural Design/Review** of the software products and introduce best software development practices.

? Responsible for preparation of **Product/Program** roadmaps after due consultation with all stakeholders.

? Responsible for effort estimation using agile methodologies (**Velocity, Sizing**).

**Technical skills:**

MS Project Server, Primavera P6,EPPM,Primavera Unifier, Safron Project Central Oracle Instantis, IBM Maximo Asset Management tool,C,C++,WIN 32API, MFC,VC++,COM,ATL, ALL RATIONAL

TOOLS, Asp.net, WCF, WPF, XML,CSS,C# & Dot Net, Rational tools suite,8051 microcontroller

**KEY COMPETENCIES:** Program / Project Management ? Delivery Management ? Business Analysis/ Requirement Management ? Business Process Management ? Process Excellence ? Internal Consulting & Solution Delivery ? Inter-divisional Coordination ? Architectural Strategy ? Outsourcing / Vendor Management ? Budgeting / Resource Management

**DOMAIN EXPERIENCE:** HLS, BFSI, Printing, Manufacturing & Automotive, Defence, Embedded Systems, Avionics, and Energy & Utilities.

**Area : Hyderabad, TS**

**staffing Specialist / IT Recruiter**

REF NO : 0052 VSP

QUALIFICATION: MBA in Human Resources -2004

EXP.: 09 YEARS

INDUSTRIES : HR Services, Employee Engagement

**JOB PROFILE :**

Establish & Manage the talent acquisition function across the Group: develop and implement a recruitment strategy, recruitment marketing development, digital and non-digital employment marketing and comprehensive recruitment campaign planning

Develop recruitment strategies (related to diversity & employee mobility, employee referral program and similar Talent Acquisition priorities), understand talent movement and demand in the market and ensure that talent requirements are supported through effective build versus buy initiatives

Complete responsibility for setting up leadership team for SCM; successfully hired for various critical leadership positions (AVP and above) for SCM.

Engage with managers, Collaborate with HR colleagues in other HR functions (C&B, ER/LR, Legal, Hiring/Resource Management, Communication, Learning etc) and offer integrated HR solutions to support business plans as high value offerings.

Handled a team of 20 to meet the hiring targets and goals; Grew the India employee strength from 250 to 4000 for SCM team

Publish quarterly and annual hiring forecasts. Generate various metrics for analyzing hiring effectiveness. Provide management an accurate view of hiring on a regular basis.

Maintained high level engagement with stakeholders throughout the recruitment cycle.

Responsible for Leadership Hiring for Sales Operations Team and grew the team from zero to 300 within a year; grew Technical Support team from 20 to 150 in 12 months

Handled recruitment for Bangalore and Global requirements (Japan, US & Ireland)

Handled requirements for Business Units like IT Applications Development Team, IT Desktop Team, Sales Operations Team, Global Support Services Team, Finance Team,

R&D teams Handled recruitment for Bangalore and Global requirements (Japan, US & Ireland)

**Area : Bangalore**

### **0053\_vsp\_mba\_hr\_staffing**

#### **MBA in HR-Business**

REF NO : 0053 VSP

QUALIFICATION: MBA in HR & Marketing - 2002

EXP.: 12 YEARS

INDUSTRIES : HR Services

#### **JOB PROFILE :**

- Recruitment consultant to the business talent needs
- Presenting the Induction sessions
- Handling annual Performance management cycle for business units
- Single point of contact – Partnering with the Business for all HR needs
- Partnering with Talent Acquisition and Tracking, monitoring and ensuring quality of hires into the Business Units
- Conducting Hr and business Townhalls to communicate the Business developments
- Employee relation
- Campus Selection Process
- Employee grievance handling and counseling
- Employee engagements activities for business
- Implementing effective Rewards and recognition programs
- Support in providing opportunities for career growth and continuous learning in the business unit
- Handling Hr connects and solving employee concerns
- Conducting Skip level meetings
- Control on Hr Process and Execution to each department



Supporting the business and ensuring that the complete business needs are meet

Focus on Work-life balance for employees in Business Unit

Coordinating with the L&D function for planning & implementing employee and managerial development

Handling exits

Preparing HR weekly reports for the business

Solving employee concerns and issues in today to today work with different units.

**Area : Bangalore**

### **0064\_vsp\_mba\_procurement\_ &\_account**

#### **Procurement In-charge / Accountant**

REF NO : 0064 VSP

QUALIFICATION: MBA – 2010

EXP.: 6 YEARS

INDUSTRIES : **PROCUREMENT / ACCOUNT/ Logistics / Public Relations**

#### **JOB PROFILE :**

Responsible for all Procurement & Contracts activities also managing the Inventories & Warehouse. ? The Services sector included purchasing of service related materials and equipment and covered IT, Logistics, Public Relations, Engineering and General Services. Materials purchased include Motor vehicles, computers, stationery and many others. ? Supplier Management including supplier registration, Supplier selection and account maintenance, managing budgets, contract negotiation, Maintaining internally with Contract team regarding contracts and agreements delivery confirmation, and liaising with Management team to ensure close alignment to their requirements and expectation.

Computer Skills : MICROSOFT OFFICE™ EXCEL, WORD, POWERPOINT, Design: Adobe Photoshop

Operating System: Windows & MACINTOSH

**Area : Chennai, TN**

### **0075\_steward\_captain\_cum\_cashier**

#### **Steward, Captain cum Cashier**

REF NO : 0075 VSP

QUALIFICATION: DIPLOMA IN COMP. APPLICATION

EXP.: 14 YEARS

INDUSTRIES : **RESTAURANT**

#### **JOB Description :**

Worked in chilly Peper Restaurant , Hyderabad as a Ste m June 2004 to August 2005.

Worked in Chutneys Restaurant , Hyderabad as a Steward from Sept 2005 to August

2007.

Worked as a Captain cum Bill writer in Olive Garden Restaurant, Madhapur, Hyderabad December 2007 to November 2009.

Working as a Captain in Windows of the World Restaurant ,Cyber Tower ,Hyderabad from December 2009 to December 2010.

Working as a captain cum cashier in Zizafon Restaurant ,Saudi Arabia ,Atlasha from August 2011 to Feb 2014

AREA : JAJPUR, ODISHA

0080\_vsp\_software\_network\_engr

## **SOFTWARE / NETWORKING ENGINEER**

REF NO : 0080 VSP

QUALIFICATION : **B.E – Computer Science And Engineering**

EXP.: 2.5 YEARS

INDUSTRIES: NETWORKING

### **JOB DESCRIPTION :**

#### **1) Maximize Network Lifetime Using Scheduling Routing Neighbor node selection (SRN) Techniques in Wireless Sensor Networks**

**What** – To maximize the network lifetime using neighbor node selection under SRN technique

**Why** – Sensor nodes are getting deployed these days where accessibility is difficult (e.g.: Thick tree areas like Amazon, volcano eruption places, wild life monitoring forest areas) and frequent change of these nodes are neither preferred nor cost efficient. Hence the need to increase the lifetime.

**Uniqueness**– This project used neighbor node selection technique versus going across nodes that are on

the boundary. In addition, opportunistic routing and asynchronous scheduling help increase the lifetime

of the network more.

#### **2) Joint design of Asynchronous Sleep – Wake scheduling and opportunistic routing in wireless**

##### **sensor networks**

**What** – To maximize the network lifetime using energy efficient routing and scheduling techniques

**Why** – Sensor nodes are getting deployed these days where accessibility is difficult (e.g.: Thick tree areas like Amazon, volcano eruption places, wild life monitoring forest areas) and frequent change of these nodes are neither preferred nor cost efficient. Hence increase the lifetime

**Uniqueness**–Prior to this, it was done using Synchronously (which in turn leads to additional wastage of

energy leading to shorter life span of a node) and static routing (uses the same path repeatedly which questions the trust worthiness of potential failure of a node in that path leading to delayed delivery of packets and reduced life span due to repeated usage of the same routing path). In this project, we used

Asynchronous and opportunistic routing that is a better alternative to the existing approaches.

**My role and responsibility** – Within a team of 3, I was responsible for picking up technical title.

Fully understood this IEEE project and explained to team members. Installed the NS2 simulator. Did

part of the coding and testing in C++. Prepared performance analysis report.

### **3) R3E– Reliable Reactive Routing in Industrial Wireless Sensor Networks**

**What**– Enhancing reactive routing protocol by minimizing end-to-end delay as well as maximizing the network lifetime

**Why** – Networks are built with a route from source to destination using reactive protocols. Most of the time the route is not a robust one due to link failures and data interruption. This leads to maximum end-to-

end delay. We used opportunistic routing in this project to avoid this shortfall.

**Uniqueness**–We used Enhanced Reactive Routing Protocol (R3E) instead of reactive protocol that follows the guide path from source to destination formed back off scheme method. The node

that is a lower back off delay was assigned as guided node and the remaining node was assigned as helper node for the guide node.

#### **Skills**

C/C++

PHP (Used PHP in a mini project 'GCE Online Drive Storage')

AREA : Virudhunagar, T.N.