

Botsa Neel Kiran

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Seeking Middle Level Assignments in Human Resources & Administration in a growth Oriented Organization.

- ☞ A dynamic professional with 16+ years of experience in **Human Resources & Administration Management**.
- ☞ Planning, strategising and implementing abilities with demonstrated success in handling in HR & Admin matters.
- ☞ Looking after complete administration work - Creating reports, Buy order, dealing with vendors, organization management of the office areas, Canteen supervision, safety and fire defense system supervision, Industry colony and the hostel management, Industry vehicle management, Formulating arrangements for meetings and parties, Local buys such as Stationery, minor items, Electronic devices maintenance and management - local telephone, intercom, printer, EPABX, fax, Internet facility, Liaison with electricity dept., local telephone dept., police, Municipal Corporations and other government department.
- ☞ Running of services of the contractor - Civil housekeeping, Electrical, plumbing, Management support employee's managements, Co-ordination, Maintenance of AMC-s of Computers, Photocopiers, Faxes etc., Arranging presentations, organizing meetings, Travel arrangement, Receiving and sending emails and faxes, Maintaining Confidential Files.
- ☞ All administrative and organizational functions of harmonization, fixing meetings for Executives of Industries, Conferences, meetings, Tour arrangements, Receiving & Sending emails and Faxes, maintaining Confidential Files, handling Housekeeping, reporting to General Manager.
- ☞ Hands-on experience in allied areas of HR i.e. Talent Acquisition, Training & Development, Performance Development Review, Employee Morale, Industrial Relations, Compensation & Benefits and Statutory Compliances
- ☞ Expertise in handling HR functions entailing Recruitment, Induction, Training & Development, Performance Management System, Employee Morale, Benefits & Rewards, Statutory Compliance
- ☞ An effective communicator with excellent relationship building & interpersonal skills. Strong analytical, Innovative, problem solving & organizational abilities.

Career Sketch

*Since 01st Aug 2025 to Till Date working with Kshema Power & Infrastructure Company Pvt Ltd as **Deputy Manager HR & Admin**, and I was presently working for Power project Guntakal (AP) & Karnataka - Wind Power and the project Cost – 100 Cr's.*

*Since Feb 2021 to 26th July 2025 worked with Welspun Enterprises Ltd as **Asst Manager HR & Admin**, and I was handled Road project Sattanathapuram to Nagapattinam National Highway Road, at Karaikal Pondicherry Cost of the project 2004.51 Cr. (And In between I was deputed from period April 2022 to Nov 2022 - Dewas Water projects Works Pvt. Ltd O&M – Dewas MP).*

*July 2019 to Jan 2021 with GVPR ENGINEERINGS LTD as **Deputy Manager HR**, and I was worked for Mission Bhagiratha – Miryalaguda – Nalgonda Dist. cost of the project 1400 Cr. and worked Road project from 05th July 2019 to 10th Jan 2020 (Mumbai Nagpur – Samrudhi Express Highway Road, Cost of the project 1180 Cr.).*

*Oct 2017 to 25th Jan 2019 with Qness Corp Limited, Division - Hofincons InfoTech & Industrial Services as **Manager HR**, and I was worked for Tata Power Company in Jajpur Odisha and monitoring Vedanta – Sterlite Copper Company in Tuticorin Tamil Nadu.*

*April 2010 to Oct 2017 with Meissner+Wurst Group (MNC – EPC Construction Company) as **Manager HR & Admin**, Delhi - NCAER, Bhopal – P&G, Pune - Dhana Technical Center, Chennai – Michelin, Hyderabad – P&G, & Vishakhapatnam – Hospira.*

*Dec 2008 – April 2010 with KVK Energy Pvt Ltd (Power Plant) as **Dy Manager HR & Admin**, Korba (C.G).*

*April 2005 - Dec 2008 with GMR group as **Sr. Executive HR & Admin**, Bangalore*

*Oct 2001 – March 2005 with Sri Maruthi Marin Industries Ltd (TGV Group) as **Asst Personal Officer HR & Admin**, Chennai.*

Proficiency Overview

Summary of Job duties and responsibilities:

- ☐ Develop, formulate and implement long term and short-term plans and strategies to ensure the human resources functions and operations are aligned with the business strategy and contributing into organizational objectives, through
 - Formulate and review human resources policies and procedures

- Effectively monitor the manpower planning
- Recruit and retain managerial and operational talents with a focus on employee development and recognition;
- Compensation and benefits as per industry standards.
- Enhance employee relations and communication
- Provide a desirable working environment
- Comply with corporate policy and local employment ordinance.
- ❑ To assist the DGM in ensuring the office management, administrative and human resource process are in accordance Welspun Enterprises Limited policies.
- ❑ Effectively monitor the manpower planning.
- ❑ Coordinates the maintenance of individual payroll records (Expats) and distribution WITH OBJECTIVE OF ensuring all employees paid properly in timely manner.
 - ❑ To manage the payroll of Expats staff and National staffs and statutory compliances and maintaining LCI systems and procedures for employees benefit schemes.
 - ❑ To Administer Human Resource services for the company with the Objective of contributing to the profitability of the business through the effective management of its people.
 - ❑ Prepare and manage payroll for Expatriate employees IN ORDER TO correctly pay employees, monitor benefits, and meet regulatory and tax requirements.
 - ❑ Prepare payroll related tax reports IN ORDER TO make tax payments paid in timely manner.
 - ❑ Communicate payroll information from HR IN ORDER TO ensure employees up date with benefit and tax issues.
 - ❑ Supervises Asst. Payroll Managers and Payroll Officer in preparing salary/wages payroll IN ORDER TO ensure National payroll administration done accurately.
 - ❑ Involved in Implementing the Timesheet modules.
 - ❑ Immigration Formalities Completion for Expatriates – Obtaining Visa, Work Permit etc.
 - ❑ Management of all expatriate related issues & relocation assistance. HR Policies.
 - ❑ To maintain and uphold divisional HR policies, procedures IN ORDER TO ensure consistent treatment of staff.
 - ❑ To implement good HR practices in Operations and Maintenance Division.
 - ❑ To ensure all new staff are put through the on boarding process IN ORDER TO ensure smooth assimilation and to quickly grasp the feel and running of the business.
 - ❑ Ensure that current HR information systems are being utilized to their full extent to include accurate payroll processing, annual leave tracking, HR database, and Company Internet.
 - ❑ Administer monthly tracking, review, and reporting on all HR matters such as Manpower, Headcount, New Hire, Status Changes, Maternity, Insurance, Training, IR, Annual Leave and Confirmation.

Engineering & Construction:

- ❑ To Administer Human Resource services for the company (E&C Division) with the Objective of contributing to the profitability of the business through the effective management of its people.
- ❑ To assist the GM in ensuring the office management, administrative and human resource process are in accordance MW policies.
- ❑ To implement good HR practices in Engineering and Construction (E&C) Division.

Administration

- ❑ Streamlining overall administration across offices and project sites, including security and housekeeping activities.
- ❑ Responsible for facility management, General services, Transport management,
- ❑ Canteen Management, Event Management. and Communication Management
- ❑ Supporting project sites in identification of accommodation and mess facilities.
- ❑ Supporting the admin team to ensure smooth and cost effective services to the organization in the areas of Housekeeping, Transport, Office equipment's etc.
- ❑ Managing of company owned and hired vehicles and renovation& modification of infrastructure.
- ❑ Managing all fixed, movable, immovable assets of the company.
- ❑ Look after the HR events and employ welfare facilities, accommodation, and canteen & time office.
- ❑ Negotiating and entering contact vehicles for hire , control and monitoring the vehicle movements,
- ❑ Liaising with Government authorities for land acquisition and local administration
- ❑ Taking care of stationary requirements like printing of letter heads, visiting cards, ID cards, New Year cards and diaries.
- ❑ Monitoring the travel desk((Air, Bus & train ticket/Hotel bookings/Visa related issues)
- ❑ Maintained of AMC pertaining of pest control, time office machine, indoor plants, fire hazards

- ❑ Preparation of monthly budget and MIS reports.
- ❑ Supervise and look after the day to day admin activities and any other work assigned by Head HR by time to time.

Talent Acquisition

- ❑ Managing the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements.
- ❑ Responsible for entire recruiting process right from requisition initiation, sourcing till final placement.
- ❑ Planning human resource requirements in consultation with heads of different functional & operational areas.
- ❑ Strategizing the entire hiring process with an objective to effective Hiring of the best talent within time frame , with best utilization of available resources
- ❑ Conducting selection interviews for departmental promotion & regularization of employees of all categories & status.
- ❑ Assisting all departments in designing key result areas for management staff.

Training and Development

- ❑ Conceptualising, developing training & development initiatives for improved productivity, building capability and quality enhancement.
- ❑ Identifying training needs across levels through mapping of skills required for different roles and analysis of the existing level of competencies.
- ❑ Executive Development program for line managers
- ❑ Overseeing competency mapping exercise as well as handling role analysis.
- ❑ Identification of top Talent and High Fliers in the organization and groom them for their development as business leaders by conducting Assessment & Development Programs.
- ❑ In House Training Need identification & implementing training modules
- ❑ Conducted a series of customized training modules for employee development i.e. Leadership Skills, Communication & Interpersonal Skills etc.

Performance Management

- ❑ Rolling out Employee Rating System and facilitating the Functional Heads to build performance differentiation of their Team as per accepted norms and mutually prepare a Development plan of Non - Performers.
- ❑ Host a performance review session between the supervisor and the employee
- ❑ Chalk out Individual Development Plan outlining to fill skill gap, motivation & aspiration gap and communication gap.
- ❑ Identification of top Talent and High Fliers in the organization and groom them for their development as business leaders by conducting Assessment & Development Programs

Employee Benefits & Rewards

- ❑ Benefits, Rewards fixing as per Bands / Grades
- ❑ Effective implementation of employee rewards program across the region
- ❑ Effective implementation of Employee competences recognition for Line managers
- ❑ Employee Loyalty program.
- ❑ Responsible for different recognition programs based on the analysis done on the exit interviews

Organisational Culture, Development & Team Morale

- ❑ Evaluating the quality of the organizational "climate" and effectiveness of the current practices.
- ❑ Ensuring prompt resolution of employee grievances and maintaining cordial employee relations.
- ❑ Organise Employee Care session, Birthday & anniversary Celebrations, Fun at Work, Family Get-together, sports, cultural programmes and associated in corporate social service activities
- ❑ Enhance people's reach to HR by developing a continuous & structured dialogue process with employees
- ❑ Act as single point of contact for any employee policy clarifications
- ❑ Employee satisfaction survey.
- ❑ Evaluating the quality of the organizational "climate" and effectiveness of the current practices.

Statutory Compliance & Audit

- ❑ Ensuring all statutory return under various labour laws
- ❑ Attending to statutory audit in sites/customer location
- ❑ Customised monthly returns as per client requirement
- ❑ Ensuring all statutory obligations relating to Labour Laws, Shops Act, Factory's Act, like PF, ESIC, Contract Labour

General Administration

- ☐ Responsible for HR operations across the region
- ☐ Induction for new recruits
- ☐ Canteen Management.
- ☐ Employee Welfare
- ☐ Employee Discipline & Grievances
- ☐ Employee life cycle i.e. from hire to resignation
- ☐ Exit interviews
- ☐ Full and Final settlements
- ☐ Attendance & Leave Management.

Roles & Responsibility in Admin Dept.

- ☐ Office Maintenance/ Guest House
- ☐ Maintenance of House Keeping
- ☐ Food & Beverages
- ☐ Security, Repair & maintenance.
- ☐ Stationary & Conference
- ☐ Management of Printing
- ☐ Helpdesk Management
- ☐ Office Boys Management
- ☐ Data card Management
- ☐ Mobile & Landline Phones
- ☐ Petty Cash – Admin Expenses
- ☐ Petty Cash, Invoice Updates – Site & Office Admin Expenses.
- ☐ Accounts & Payments releases updating with HO.
- ☐ Godown Maintenance & Stocking
- ☐ Domestic & International Ticketing
- ☐ Transportation & Accommodation
- ☐ Vehicle Maintenance
- ☐ Labour Mobilization, and Labour Management,
- ☐ 1000 labours/ Workers Salary Management.
- ☐ Local Administration, and Statutory Compliance,
- ☐ Time Keeping, PF Compliance ,and Addressing IR issues etc
- ☐ Liaison with all Govt departments i.e PF Dept. ESIC Dept. Police Dept. MRO Office, Labour Office, Collector Office, SP Office.
- ☐ MIS Reports

Scholastics

- ☐ **Master of Business Management HR & Administration (Human Resources and Administration) from National Integrated Institute of Business Management & Technology in 2006.**
- ☐ **Bachelor of Arts IRPM (Industrial Relations and Personal Management) from Andhra University in 2000**

IT Skills

- ☐ MS Office 2003 / MS Word/ Power Point.
- ☐ Internet / Email Applications/ Web Based Applications.

Personal Dossier

- ☐ Date of Birth : 29/07/1978
- ☐ Marital Status : Married.
- ☐ Pan Card No : ALDPB8380N
- ☐ Passport No : Z3951402 – Issued on 05th Jan 2017 at Visakhapatnam, Andhra Pradesh, India and expire on 04th Jan 2027.
- ☐ Present Address : B. Neel Kiran
S/o B V Prasad (Retd. P.E.T);
Kshema Power India Pvt Ltd,
Plot No 201, 202, Survey No: 413-A1B
Guntakal Municipal Area, Ward No 7

Guntakal, Andhra Pradesh

Anantapur Dist. – 515801 .

- ❑ Permanent Address : B. Neel Kiran
S/o B V Prasad (P.E.T)
Door No: 19-7-14; Lanka Veedhi;
Vizianagaram – 535002
Phone No: 08922-231914/ 9849617849.
- ❑ Languages Known : Telugu, English, Hindi, Kannada and Tamil.
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