

# Appala Naidu Pothala

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**MHRM & LLB from Andhra University**, with **11 years** of experience in leading and partnering gamut of **HR / ER / IR & Welfare /HRBP**. Passionate about working on problem-solving situations in creative ways and a strong believer in teamwork for a better tomorrow. Seeking challenging senior managerial assignments in organizations where I can utilize acquired skills and explore continuous learning opportunities within the organization.

## EXPERIENCE

### HRBP

Oct 2018 - Present

Dr. Reddy's, Visakhapatnam

**Number of employees** - 500 on rolls, 230 off rolls.

**Direct reports** - 02 (Two) Leading

the HR for injectable manufacturing plant of **INR 1800 crores** revenue and partnering with senior leadership on interventions including budgeting, manpower planning, talent management, performance management, and other HR processes enabling delivery of key business results.

- Working on critical talent, attracting talent by creating Employee Value Proposition & working on sourcing strategies - freshers/laterals.
- Regular Monitoring - Critical Talent /HiPot Employees – Interaction with Site Leadership Teams.
- Maintain Gender Diversity as per the Corporate Guidelines
- PWD Recruitment
- Welfare Management of women employees
- ESIC
- Preparation of L-1 Development List and Monitoring and review with site Leadership.
- Preparation of Manpower budget for the Unit in line with Corporate Guidelines
- Preparing Manpower Data Department wise. Analysing the requirement of the Department Requirement.
- Control manpower numbers and cost as per approved budget
- Effectively implementation of Succession Planning in Unit
- Preparing TAT Reports Like Resigned VS Offered, Resigned Vs Joined Reports.
- Maintaining the Separate track for monthly interviews/offers /dropouts.
- Maintaining the Separate Track for Employee Referrals Candidates list
- Internal Transfer Management
- Ensure SAP data entry, accuracy & employee personal file management.
- DILO Study Method
- Handling new employee joining formalities & coordination of plant induction for new and transferred employees.
- Support in execution of Performance Management system (PES, Goal Setting) for employees of the unit.
- PMS for groups R1 & above, confirmations for TT's/ promotions.
- Facilitate arrangement of training programs in the unit.
- Support in addressing employee queries and grievances.
- Special focus on increase in Diversity.
- Support in SMT implementation, higher education program for employees
- Conducting Employee Engagement & R&R on monthly basis and take necessary feedback for correction and improvement.
- Extend all necessary support as required by the site leadership and HR teams

**Senior Assistant – HR & ADM**

Jan 2015 - April 2018

Mylan Laboratories Limited, Jadcherla

**Number of employees** - All employees (~400)**Direct reports** - 0

- Payroll Management
- Recruitment
- Canteen Management
- Contract Labour Management
- Employee Engagement
- PMS

**Executive – HR &ADM (EENADU Group)**

Jan 2012 - Jan 2015

Hyderabad, Ramojifilicity

**Number of employees** - 1200 on rolls, 300 off rolls. **Direct reports** - 02 (Two) Responsible for end-to-end employee life cycle management.

- Handled PMS, PIP discussions, Enrolment of development programs and Succession planning in all sections.
- Ensured 100% fulfilment of statutory compliance for more than 1000 off role employees.
- Artistes Management Like Welfare, Transportation
- Recruitment of Artistes.
- Grievance Handling
- ESIC
- Employment Exchange
- Welfare of Dancers
- Canteen Mgt

**IVRCL Limited**

Jun 2010 - Jun 2011

Hyderabad

- Recruitment
- Time office Activities
- On Boarding formalities

**EDUCATION****MHRM (Master of Human Resources Management)***(AGL College – Andhra University) – Regular with 80%*

June -2010

**LLB**

M R College, Andhra University

June -2015

**B.A (Computers)**

Govt Degree College - Regular with 65%

March -2008