



THRIMURTHULU

HUMAN RESOURCE

CONTACT

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- Gandhinagar, Gujarat

PROFILE

Detail-oriented HR and Payroll professional with expertise in multi-location payroll processing, PF/ESIC compliance, leave management, taxation, and employee query resolution. Adept at handling payroll software, preparing reports, and ensuring timely payroll execution.

WORK EXPERIENCE

Both **RAK Ceramics** and **Umberto Ceramics** are UAE-based multinational companies engaged in the manufacturing of porcelain products, located in **India**.



- Umberto Ceramics International Pvt. Ltd.,** Gujarat - India
Senior Manager - HR & Payroll 2024 - Present
- ITHA Consulting Services,** Andhra Pradesh - India
Business Head 2020 - 2024
- Umberto Ceramics International Pvt. Ltd.,** Gujarat - India
Asst. Manager / Dy. Manager 2014 - 2019
- RAK Ceramics International Pvt. Ltd.,** Andhra Pradesh - India
HR Assistant / Jr. Executive 2007 - 2014

EDUCATION

- 2020 - 2022**
M.A., Telugu Literature
- 2005 - 2007**
Master of Business Administration,
Andhra University
- 2002 - 2005**
Bachelor of Commerce,
Andhra University

KEY RESPONSIBILITIES

- Management for 1000+ employees Payroll Processing
- Attendance & Overtime Validation, Leave Management
- PF, PT & Statutory Compliance
- MIS Reporting & HR Analytics
- Recruitment & Employee Onboarding
- Full & Final Settlement Processing
- Performance Appraisal Coordination
- HR Documentation & Employee Records
- Salary Revision & Compensation Management

LANGUAGES

English
Hindi
Telugu

EXPERTISE & PERSONAL TRAITS

SKILLS

HRMS Software Handling



Spine HRMS
Saral Paypack
Orion
MS Excel

- Employee Relations and Engagement
- Performance Management
- HR Technology & Systems
- Ability to work under pressure
- Ease of Communication
- Friendliness
- Approachability
- Cooperativeness
- Creativity