

# CURRICULUM VITAE



## Karunakar Pusala

205D, Gorai-1, Bhim Nagar  
Borivali (W) Mumbai.

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Phone: +91 8977455373 (WA & Call)

**POST APPLIED FOR : Welfare Officer/Labor Relations Officer & Camp Operations Supervisor**

### CAREER OBJECTIVE:

Seeking a responsible and challenging position in an energetic, self-motivating environment, where my professional attitude and constant drive towards success enables me to help further growth and development of the organization and myself.

### PERSONAL DETAILS:

Date of Birth	:	10-05-1992
Marital Status	:	Married
Sex	:	Male
Nationality	:	Indian
Permanent Address	:	# 2-105/1 Pegadapally (M) Karimnagar (Dist.) Pin-505332, Telangana, India
Languages Known	:	English, Hindi
Passport Details	:	V4233744, Valid up to 17-NOV-2031
License	:	TS2120190006476 (2+4 LMV)
Educational Qualification	:	BSc Comp.Science
<b>Total Experience</b>	:	<b>08 (apprx) Years</b>

## **SOFTWARE EXPOSURE:**

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- ❖ MS –Office
- ❖ Dropbox
- ❖ Field Flow (Workozy)
- ❖ Peoples HR
- ❖ Recibo Software App

## **ADDITIONAL SKILLS:**

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- ❖ Advance Excel:
- ❖ Vlookup (Smart + Dynamic)
- ❖ Vlookup with Multi Sheets/Workbooks
- ❖ Hlookup
- ❖ DSum and DcountFormulas
- ❖ Pivot Tables
- ❖ Pivot Charts
- ❖ MIS Management.

## **WORK EXPERIENCE (05 years):**

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**Since Nov 2015 to Jan 2020: AlFara’a Group– Abu Dhabi**

**POSITION : Camp Boss & Labor Welfare Officer**

**Dec 2020 to July 2021: Beauty Garage India Pvt Ltd. (Mumbai)**

**POSITION : Executive HR& Admin( Temporary Basis)**

**22 May 2022 to Sept 2024 : El Seif for Operations and Maintenance Co.**

**POSITION : Labour Welfare Officer**

## **SIGNIFICANT HIGHLIGHTS (Summarized Roles& Responsibilities)**

- \* Handling Labors Grievance and their Welfare Activities
- \* Processing Annual Leave and Emergency /Short leave of Employees.
- \* Coordinating with Various project teams for their (Labors) Welfare Activities.
- \* Resignation and retaining complete cycle coordinating with PMS Dept.
- \* Visa Medical Refusal of Labor, taking feedback for visa renewal process.
- \* Handling the Labors and staff Grievances.
- \* Coordinating the Project Site Teams for the Labors Presence and Absence
- \* Employee Attendance Management, Leave Management etc.
- \* Updating Database Internally such as Sick and Maternity Leave
- \* Employees Grievances and Post Payroll Process Management.
- \* Prepare and Maintaining Attendance Field and Office Staff – Manual Attendance Sheet Even if Biometric Exists.
- \* Tracking the field staff and their moments \* various Apps
- \* Arrange and Mobilize/Demobilize Staff and Labors coordinate with Transport
- \* Arranging Suitable Accommodation for Employees with help of Camp Administration.
- \* Maintaining Employees duty and Extra (OT) hours and updating accordingly.
- \* Plan and coordinate administrative procedures and systems and devise ways to streamline process.
- \* Assess staff performance and providing coaching and guiding to ensure maximum efficiency.
- \* Ensure the smooth and adequate flow of information within the company to facilitate other business operations.
- \* Managing schedules and deadlines.
- \* Oversee Facility services, maintenance activities and tradespersons.
- \* Organize and Supervising Other Office Activities.
- \* Ensuring Operations adhere to Policies and Regulations.
- \* Management Information System Execution.
- \* Maintains Standards of Safety and Comply with company HSE requirements.
- \* Forming and Maintaining Employee Records
- \* Providing Offer Letters and Promotion/Termination Letters etc.
- \* Organization Skills and ability to Prioritize.
- \* Interpersonal with Good Communication skills.

### **DECLARATION:**

I hereby declare that all the information provided above is true to the best of my knowledge and belief.