

RESUME

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Objective: - Seeking for a position with a reputed company to supervise projects from inception to completion and to ensure the works are done as per company protocols and government regulations, and I can provide my expertise in analyzing the HSE protocols, pro-actively to contribute and promote a healthy and safety workplace in the organization.

1. Organization: Vaishnavi Civil Engineering & Construction Works

Site location: Vijayawada rural

Project: 2 & 3 bhk residential apartments constructions

Designation: Site In-charge

Duration: Feb 2021 to till date

- Ensure “ZERO ACCIDENT” work site.
- Responsible for the implementation of HSE (OHSA) standards in the assigned area.
- Scheduled and performed regular inspections, monitoring and check qualified workers in site.
- Coordinated with the client's on-site safety activities, training programs, tool box and emergency drills, audits and procedures.
- Conducting regular health and safety inspections at site and circulate the report and recommend for improvements and finance approval.
- Maintain & disseminate statistical information regarding incidents near misses and injuries to concerned dept and maintain all necessary EHS documents as per standard process.
- Review and ensure FIRST AID arrangements in the project, conducting and monitoring site EHS training as required for all members on site.
- Ensured statutory documents are correctly maintained at all the times and always made available to the company and their parties on request.
- Ensure adequate amenities are provided and in compliance with good workplace hygiene standard such as proper ventilation, clean drinking water, rest rooms and transportation of workers.

- Monitoring construction sites for safety and coordinating with the team, workers, project managers, vendors, visitors and contractors.
- Weekly inspection program of site equipment and firefighting equipment to ensure safe operation.
- Installation of safety signs, traffic control signs and other safety promotions posters to remind workers to work safely and enhance safety awareness among them. Prepare and submit daily safety reports and inspection reports.
- Supervising housekeeping staff (13 no's) on daily basis, recruit, training and allocation to their assigned department.
- Assists in determining staffing needs, adjusts schedules to ensure adherence to health and safety and sanitation regulations are met. Providing PPE kits to workers, ensuring safety programs and safety drills.
- Providing schedule for workers and taking daily attendance and supervising their works. Conducting weekly meetings on environmental issues and responsibilities.
- Ensure what is necessary to inspect- monitor, measure analyse and regularly evaluate the environmental performance to achieve environmental objectives.
- Ensure all workers having 15-minute break in the working shifts. Ensure construction work is carried out as per blueprints.

2. Organization: OverNite Express LTD

Designation: Area Manager

Duration: Dec 2016 to Jan 2019.

Responsibilities:

- Handling a team size of 19 members which includes Operations, Admin, Recruiting, Training, Sales and Revenue.
- Recruiting and training for new joiners in these areas in the interior hub for delivery.
- Follow up the new and existing clients updating in the database and contacting for renewals to RO & coordination with sales team, head office & branch offices.
- Co-ordination for schemes, stocks and Depots. Preparation of MIS and Secondary management Reports.
- Maintain daily cash report. Maintain stock reports and KYC verification. Maintain daily closing stock report. Undertaking Audit of the stock.

- Keep track of loading/unloading sheet. Ensure that Stacking Norms are followed. Arranging the delivery and pickup loads with the ops team and within the respective districts before 8am daily.
- Attending meeting at RO on monthly basis, discussing generating new clients B2B-B2C, franchises and delivery hubs in new areas in non-pin code and no service areas.
- Conducting meetings with local and non-local staff for new policies terms and conditions and updating new service areas for pickup and delivery.
- Stock & Cash handling and clearing payment vouchers on weekly basis. Follow up the load data within the designated areas with ops team.

3. Organization: HCL Info systems Ltd (Digital School)

Designation: Channel Sales & Marketing Executive

Duration: Sept 2012 to Oct 2016.

Responsibilities:

- Interacting with all the schools, colleges and universities (IA & K2). Demonstrating the HCL Digi school products to the schools.
- Visiting the colleges and universities to tie-up the training modules for the 3rd and final year students.
- Attending the seminars at RO on monthly basis for training and updating the products. Achieved No 4th position in entire PAN INDIA for outstanding performance in AP region.
- 3 to 4 Digi school contract sign up in every two weeks of every month. Preparing documentation, daily, weekly and monthly call logs updating to my ZM.
- Collection of Cheques and contract documents for the schools, colleges and Universities.

4. Organization: TNT Express Transport & Logistics - Australia

Designation: RF scanning and postal code sorter

Duration: August 2007 to Aug 2012

Responsibilities:

- Worked for TNT Express at Brisbane (Australia).
- Notifying consignees, passengers of the arrival of freight/baggage and arrange for delivery. Advise clients on transportation and payment methods.

- Prepare manifests showing baggage, mail, and freight weights, and number of passengers on airplanes, and transmit data to destinations.
- Determine method of shipment, and prepare bills of lading, invoices, and other shipping documents.
- Check import/export documentation to determine cargo contents, and classify goods into different fee or tariff groups, using a tariff coding system.
- Estimate freight or postal rates, and record shipment costs and weights.
- Enter shipping information into a computer by hand or by using a hand-held RF scanner that reads bar codes on goods.
- Retrieve stored items and trace lost shipments as necessary. Routed inbound and outbound air freight shipments to their destinations.
- Online and phone orders from customers and arranged for pickup of freight and delivery to loading platform.
- Assembled cargo according to destination. Weighed items and determined cost, using rate book.
- Itemized charges, prepared freight bills, accepted payments and issued refunds.
- Prepared manifest to accompany shipments. Notified shippers of delays in departure of shipment.
- Unloaded inbound freight and notified consignees on arrival of shipments and arranged for delivery to consignees. Organized and scheduled freight for delivery and pickup.

5. Organization: Sri Dental Surgical Equipment's Ltd.

Designation: Executive to Area Sales Manager

Duration: Feb 2000 to Jun 2007

Responsibilities:

- Marketing dental materials, equipment, products, chairs& Instruments to dentists and labs.
- Handling a team of 12 sales executives and 2 team leaders.
- Visiting dentists regularly updating on latest products, equipment's, materials and achieving day to day targets.
- Setup new multispecialty dental clinics and dental labs and attending dental conferences within India.

- Conducting weekly meetings, reports with team and updating the new product information.
- Covering entire dental colleges for acquiring business such as dental chairs, materials, products for clinical as well as dental labs.
- Collecting invoices, stock orders and revenue collection on the 21st of every month.

Educational qualifications:

- Graduate in Science.
- OSHA 30hour Construction industry IASP, US.
- ROSPA Accident and Investigation.
- HAZWOPER CPD UK.
- Environment management sustainability UKAF UK.
- Diploma in Environmental management system from National Safety Council of India
- Certification in Waste Management.

Personal profile:

- Marital status: Married
- Date of birth: 13/06/1977
- Nationality: Indian
- Current location: Vijayawada, Andhra Pradesh.
- Languages known to speak: English, Hindi, Telugu, Kannada & Spanish.
- Countries visited & worked: Singapore, Malaysia & worked in Australia.

Thank you.

Amarshana kompalli.