

DAVID LIVINGSTON MANCHIKALAPUDI

Senior Admin Executive | HR & Administration | Government Liaison | Vendor & Compliance Management

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PROFESSIONAL SUMMARY

Dedicated and experienced Senior Admin Executive with over 11 years of progressive experience in Administration (HR.Dept), government liaison, compliance handling, and multi-location asset management. Proven expertise in coordinating insurance processes, managing recruitment, and ensuring factory and corporate documentation is handled as per regulatory standards. Skilled in vendor management, IIoT-based automation implementation in poultry and aquaculture sectors, and corporate expo coordination.

WORK EXPERIENCE

1. Senior Admin Executive (HR Dept) | April 4, 2018 – May 15,2025 | Mulpuri Group of Companies, Vijayawada

- Coordinated recruitment and HR activities (excluding payroll) and managed administrative operations for both corporate offices and factory units across multiple locations, including Mulpuri Poultries, Sri Venkateswara Poultry Farm, Mulpuri Aqua Processors Pvt. Ltd., and IoT Metric Farm.
- Sourced candidate profiles through platforms such as Naukri, Indeed, as well as personal references from professional contacts and groups.
- Liaised with various government departments including APCPDCL, CMD, SE, and the Revenue Department to ensure regulatory and statutory compliance.
- Handled corporate billing and managed insurance policy renewals for company assets spread across different locations.
- Managed LIC policy renewals, maturities, and medical appointment coordination for the Managing Director and family members.
- Resolved HT service billing issues, prepared and submitted load declarations, and managed ACD/SD installment tracking and approval processes.
- Drafted and processed firm constitution deeds, including partner additions and deletions, through the Government of Andhra Pradesh Stamps and Firm Registration Office, as per the instructions of the Managing Director.
- Coordinated and provided support for legal documentation related to One Time Settlement (OTS) processes with banks and sub-registrar offices.
- Prepared documentation for court cases and coordinated with legal counsel by following up on advocate instructions involving the Industries & Factories Department and APCPDCL.
- Managed hotel bookings and hospitality arrangements for the MD's family and official clients, including auditors and visiting delegates, as per MD's instructions.
- Facilitated factory electrical inspection renewals by coordinating with the appropriate government departments.

- Handled RTO-related tasks such as vehicle registrations, ownership transfers, and partnership deed renewals.
- Processed subsidy loan documentation through the Single Desk Portal and ensured physical submission at SLC/DLC offices.
- Supported initial stages of IIoT-based device integration in poultry and aquaculture units, including involvement in PCB design, soldering, and fabrication processes.
- Coordinated with various weigh scale vendors and assisted in preparing registration and licensing documentation; followed up with the Legal Metrology Department for necessary approvals.
- Represented the organization in HiTex expos held in Hyderabad, contributing to corporate branding and networking efforts.
- Managed insurance claims for flood and accidental damages, and coordinated hospitalization support for factory employees as directed by the MD.

2. Plant Admin Assistant (HR Dept)

| June 2015 – January 2018 |

ENMAS MRF Tyres Ltd. – Coal-Fired Boiler Unit (2×35 TPH), Medak District, Hyderabad.

- Sourced profiles through Naukri, Indeed, and other recruitment platforms.
- Handled end-to-end recruitment and liaised with government officials.
- Maintained employee records and coordinated HR documentation.
- Conducted talent acquisition, bulk hiring, induction programs, and non-IT recruitment.
- Managed vendor coordination for HR-related services.

3. Admin Executive (HR Dept)

| February 2013 – September 2014 |

Indusray's Software Solutions Pvt. Ltd., Vijayawada.

- Conducted profile sourcing via Naukri, Indeed, and other portals.
- Managed recruitment cycles and government liaison duties.
- Maintained HR files and supported new employee onboarding and bulk hiring.
- Specialized in IT recruitment based on various technology stacks.

EDUCATION

- B.Tech, Electronics and Communication Engineering, Potti Sriramulu College of Engineering & Technology, JNTUK, 2012
- Diploma in Electronics and Communication Engineering, Sri Varalakshmi Polytechnic College, 2009
- S.S.C., Bishop Grassi High School, Vijayawada, 2006

Personal & Technical SKILLS

- Operating Systems: MS-DOS, Windows XP, Windows 98
- Programming & Tools: C, DCA, Linux, Unix
- Software: MS Office Suite, Ubuntu OS
- Quick learner and adaptable
- Strong business analysis and marketing understanding
- Effective communicator with good keyboard skills

- Hardworking and dedicated
- Enjoy challenging work environments
- Self-motivated with a positive attitude

Personal profile & Conclusion

Date of Birth: 15th February 1991

Gender / Marital Status: Male / Married

I am currently seeking an opportunity to contribute my skills and experience to a reputed organization where I can continue to grow professionally. I look forward to being a part of your esteemed concern and working with dedication and integrity.

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

Place :

Date :

M David Livingston