



**Chinnamma Akkanna**

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**ADDRESS:Jayanagara 9<sup>th</sup> block Bangalore 560011**

**Hobbies: Reading books, dancing,listing songs,cooking,**

**Doing Yoga.**

### **CAREER OBJECTIVE**

**seek entry level position in an organization of excellence where I can apply my complete knowledge in the field to meet To organization goals and there by gain experience experience.**

### **KEYSKILLS**

Recruitment ( IT & Non IT), employee onboarding & exit process, employee relations, and HR system management, administration, Employee Engagement, Documentation, scheduling meetings, payroll, co ordinating candidates, conducting interview, Managing vendors, employee data management, handling payroll, handling attendance sheet, advertising job openings, identifying manpower requirements, creating job descriptions, orientation, and handling training sessions.

### **EXPERIENCE**

- Have completed Internship at Team Lease pvt Ltd.As an HR RECRUTER ( 12/06/2022 to 13/08/2022).
- Have Completed Internship at John Deere Agriculture Company as an Hr Coordinator (3/04/2022 to 31/05/2022).
- Have Completed Internship at LUDUFU as an Hr EXECUTIVE (20/03/2022 to 20/04/2022)
- Have completed Internship at Evers commerce pvt ltd (15 Days).
- Currently working in SDTV Global Tech as an Hr EXECUTIVE& ADMIN (April 2023 currently working .)

TECHNICAL SKILL	SOFT SKILL
➤ MS Office (Ms word, Ms excel	➤ Quick learner
➤ Power point	➤ Proactiveness
➤ Outlook, Teams operating	➤ Ability to work individually as well as in a team
➤ Presentation Tools (prezi, canva , carnival)	➤ Confident, self-motivated,
➤ Google Tools	➤ self-disciplined
➤ Operation system	

## ACHIEVEMENTS

- Certified as Microsoft office specialist Excel 2016
- Certified in smart English basics of professionals
- Certified in introduction to digital marketing
- Certified in the fundamentals of digital marketing by Google digital garage
- Certified in social media marketing intern at Evers and E commerce pvt ltd
- Certified in united for road safety @ Global alliance of NGOs for road safety
- Certified in participation in power by workshop

## EDUCATION

MBA	CIMS B-SCHOOL (BCU) (2022)	BANGALORE CITY UNIVERCITY	74.3%
BSC	Dr. CB GURUKUL KARDYAL (2020)	GULBARGA UNIVERCITY	83.12%
PUC	Dr. CB GURUKUL KARDYAL (2017)	CENTRAL BOARD	78%

SSLC	SHARADA VIDYALAYA (2015)	KARNATAKA STATE BOARD	94%
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## PROJECTS

**Mini project:** A study on the effect of covid -19 on road side food sellers. (general topic)  
Client: Bangalore

**Major project:** A study on recognition program on overall performance of an organization with reference to John Deere agriculture products company.  
Client: John Deere Agriculture Company Bidar

## SUMMARY

- As an intern executive with proven expertise in recruiting and hiring
- Skilled in attracting the most qualified employees and matching them to jobs for which they are well suited.
- Have a good knowledge about recruitment, sourcing, onboarding payroll, labor laws, compliance, office management, Administration work, Employee Engagement, scheduling meetings,
- Handling employee demands, grievances or other issues
  - Employee engagement, attendance and Leave management
  - Manage the recruitment and selection process
  - Motivation and preservation of human capital

## DECLARATION,

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

Chinnamma Akkanna