CURRICULUM VITAE

# RAMATHEERTHA.K

Gajulapet,

Bagalur,Hosur - Tk

Krishnagiri -Dt,T N. E - mail : bkr26theertha@yahoo.co.in

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**Mobile No: 09994777630**

**Career objective :**

To work in a prestigious organization with ample opportunities to utilize my abilities and knowledge.

**Professional Objective :**

Position where I can apply the knowledge that I have learnt, for the challenges in

real life and to contribute to the growth of organization

**Work Experience :**

* Worked as an HR - Assistant for **MTR FOODS Pvt Ltd,** Hebbagodi Bangalore. Through the contract deputation from **SHARMIK WORK FORCE SOLUTION** Bangalore. From 09th Oct 2009 to 1st August 2010. One of the leading Foods manufacturer of India.
* Worked at **DEVI ENTERPRISES.,** Mahadevapura,Bangalore, as an HR Executive in Human Resources Div. from 22nd November 2010 to 22th September
* Worked at **Sorakaya Precision Products Pvt Ltd.,** Electronic city, Huskur Rd, Bangalore, Vendor for 3M India LTd. as an HR Executive in Human Resources Div & Production Incharge. from 26th September 2012 to 26 feb 2014
* Worked at **Bharathi Airtel Pvt Ltd, Distributor** Bagalur and Berikai Hosur, as an Admin from 2nd August 2014 to Till date.

**PROFILE AT MTR FOODS PVT, LTD,. :**

* **Statutory Compliances’**
* Responsible for Preparation and submission of PF & ESI of employees.
* Handling inspection and providing records, registers, and data to related government authority by time by time.
* Time Management System
* **Personnel Management**
* Preparing Monthly manpower reports (along with addition list, deletion list, of employees in that particular month).
* Continuous monitoring of the daily attendance records of staff and contract employees.
* Responsible for Health check up arrangements: - Pre-employment Health Check, Annual Health Check.

**PROFILE AT DEVI ENTERPRISES,. :**

* **Statutory Compliances’**
* Handling inspection and providing records, registers, and data to related government authority by time by time.
* Issuing respective ESI forms for employees to claim the ESI benefit.
* Time Management System
* **Personnel Management**
* Preparing Monthly manpower reports (along with addition list, deletion list, of employees in that particular month).
* Continuous monitoring of the daily attendance records of employees.

**PROFILE AT SORAKAYA PRECISION PRODUCTS PVT LTD,,. :**

* **Statutory Compliances’**
* Handling inspection and providing records, registers, and data to related government authority by time by time.
* Issuing respective ESI forms for employees to claim the ESI benefit.
* Time Management System
* Preparing Monthly manpower reports (along with addition list, deletion list, of employees in that particular month).
* Continuous monitoring of the daily attendance records of employees.
* **Personnel Management**
* Planning the daily priority work
* Maintaining Daily Dispatch Export Register for easy availability of information about product, packing & additional information about customer requirement.
* To maintain the entire finished goods product in the warehouse and take care of all the dispatched material
* Preparing dispatch report of products, customer wise on a daily basis
* Preparing all the documents for dispatch on a daily basis
* Maintaining & updating records Of Dispatch Details on daily basis in Excel Sheet.
* Maintaining & updating records of Daily Vehicle rejection data & loaded data in Excel Sheet.
* Taking physical Stock Weekly basis and match same as SAP Software.

**Educational Qualification :**

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| --- | --- | --- | --- |
| **Course** | Institution | **Year & Marks in** **%** | **University** |
| MBABCA | Madurai Kamarajar  University, Hosur.  National College,  Bangalore. | 2011 &  55.80%  63.17 % | **MKU**  Bangalore University. |
| **2nd P.U.C** | Govt.Higher,Secondary.school,Bagalur. | 2004 &  59 % | StateBoard |
| **SSLC** | Govt.Higher,Secondary.school,Bagalur. | 2002 &  59 % | StateBoard |

**Technical Skills :**

* Good Knowledge of Operating Systems: Windows XP, 2000, 98
* Excellent Technical experience in Packages: MS Office , Internet
* Certificate Courses : C & C++ Programming, Web Designing

(HTML) ,Java & J2EE, Back End MS Access

**Reference:-**

**1.HR Manager – Prabhakar.T.K 2. Srinivas.M.K – Business Head**

**MTR Foods Pvt Ltd Devi Enterprises**

**Bommasandra Indl Area Mahadevapura, Puttappa Indl.**

**B’lore – 99 B’lore – 46**

**3.Dinesh – Zonal Manager**

**Bharathi Airtel Pvt Ltd**

**Hosur, Vellore Zone**

**Tamil Nadu**

**Personal Profile :**

**Father Name :** Y.Krishnappa

**Date of Birth :** 26.12.86

**Gender :** Male

**Marital Status :** Married

**Languages Known :** English, Tamil, Telugu & Kannada

**Nationality :** Indian

**Declaration :**

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

**Place: B’lore**

**Date: K.Ramatheertha**