

PAVAN KUMAR KHANDAVALLI

D.No:26-17-4, Munnalurivari Street,
Gandhinagar, Vijayawada.
Andhra Pradesh, India, Pin-520003

Ph. No: +91 8985951991
E-mail:khandavalli.pavan@yahoo.com

CAREER OBJECTIVES

Seeking a position in the Human Resources field where I can utilize proven people-oriented skills to develop and promote a positive work environment.

ACADEMIC PROFILE

Course	Board/University	Institution	Year of Passing	Percentage
MBA HR, Marketing	JNTU University Kakinada	MVR College of Engineering And Technology, Paritala	2014	70.5%
BSc. Computers	Acharya Nagarjuna University, Guntur	Aditya Degree College, Vijayawada	2011	64.2%
Intermediate M.P.C	Board of intermediate Education, A.P	Sarada Junior College, Vijayawada.	2008	63.5%
S.S.C	Board of Secondary Education, A.P	Vijay Convent, Vijayawada	2006	80.3%

EXPERIENCE

Having one year of experience as HR Admin in TES PACKAGING PVT LTD
– HYDERABAD

Responsibilities:

- Maintain the existing employees and take the feedback from them.
- Monitoring and controlling on attendance of workers
- Assist the accounts department for making the salaries of employees.
- Make the coordination with various departments.
- Make as an travel executive.
- Present the suggestions to the seniors of employees and implement their order.

PROJECT DETAILS

Title : A STUDY ON "TRAINING AND DEVELOPMENT"

Company : RAMKY INFRASTRUCTURE LIMITED

Objective of Project : The main objective of the study is importance of Training & Development in Ramky Infrastructure Ltd.

- To critically evaluate the level of commitment and involvement of employee.
- To get a clear picture on the understanding of the various levels of Training & Development in organization.
- To understand the perceptions of the employees in the organization.
- To analyze that to what extent the Training & Development is contributing in the achievement of the organizational goals and the objectives.
- The need for the study arose because the organization is in the verge of developing comprehensive framework on the Training & Development.

SOFTWARE PROFICIENCY

- Packages: MS Office
- Operating Systems: Windows XP, Windows 7
- Technical language: C, Oracle (SQL)

ACHIEVEMENTS

- Secured **1st** prize in the event of **B-Quiz** from Potti Sriramulu College, Vijayawada.
- Secured **2nd** prize in **Stock Game** in KL University.

STRENGTHS

- Ability to work with a team or individually.
- To understand the responsibility for doing work with at most sincerity.
- Self-belief and optimistic attitude.

PERSONAL PROFILE

Name : K.S.H.V.V.S.R.PAVAN KUMAR
Father's Name : K.TRINADHACHARYULU
Date of Birth : 13-07-1991
Nationality : Indian
Gender : Male
Language know : English and Telugu
Marital Status : Unmarried

DECLARATION

I hereby declare that all the information mentioned here are true and verifiable at any point of time.

Date:

Place:

(K.PAVAN KUMAR)