





Deepak U


Human Resource

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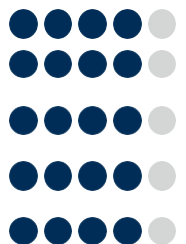
 <https://bold.pro/my/deepak-u/728>

Detail-oriented HR professional offering energetic and assertive personality. Trained in human resources policies, file maintenance and conflict resolution. Well-versed in industry guidelines and best practices. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.



Experience Skills

- Human resources
- Word processing
- [30%] WPM typing speed
- Training development
- written Communication



Work History

Human Resources Associate

Bliss Chocolates India Pvt Ltd, Bangalore

- Answered phone and performed clerical duties to assist human resources department.
- Contacted references and performed background checks.
- Drafted technical documents, social media posts and internal memoranda.
- Created and updated tracking spreadsheets using MS Excel.
- Filed paperwork, sorted and delivered mail and maintained office organization.
- Consulted with supervisor to identify company needs and preferred employee qualifications.
- Informed applicants about job conditions and benefits.
- Pre-screened resumes prior to sending to corporate hiring managers for consideration.

2022-04 - Current

2021-08 - 2022-01

- Improved organizational filing systems for confidential employee records, resulting in improved accessibility and efficiency.
- Improved office efficiency by effectively managing internal communications and correspondence.
- Completed human resource operational requirements by scheduling and assigning employees.

Computer Data Entry Operator

BBMP, Bangalore

- Kept optimal quality levels to prevent critical errors and support team performance targets.
- Managed documents by organizing forms, making photocopies, filing records, preparing correspondence and creating reports.
- Evaluated source documents to locate needed information.
- Added documents to file records and created new records to support filing needs.
- Verified accuracy of computer system information by updating data.
- Scanned documents and saved in database to keep records of essential organizational information.
- Coded and processed applications into required electronic formats.
- Accurately handled data entry for clients into company-based Data.
- Prepared variety of different written communications, reports and documents.
- Exceeded goals through effective task prioritization and great work ethic.
- Maintained energy and enthusiasm in fast-paced environment
- Demonstrated respect, friendliness and willingness to help wherever needed

2014-06 - 2016-03



Education

PUC 2: SEBA

ADARSH GROUP OF INSTITUTION - Bangalore

2016-06 - 2019-03

B.com: Financial Accounting

ADARSH GROUP OF INSTITUTION - Bangalore



Languages

English

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Very Good