

UGGINA. KISHORE
S/o. UGGINA. SANKAR
MASAHEBPETA, VISHAKAPATNAM (DT.)
Mobile: 7013004587
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Objective Statement:

To be placed in a corporate, where I can hone my skills and become a part of the process of company's growth.

Education Qualifications:

- **M.B.A(H.R)** GONNA INSTITUTE OF TECHNOLOGY & MANAGEMENT STUDIES. From Vishakhapatnam with 71% (2018-20).
- **B.Tech(E.E.E)** from Giet college of engineering, Rajahmundry with 60% (2012-2016).
- **Intermediate** Sri prakash junior college with 79% (2010-2012).
- **S.S.C** from Siddhartha high School with 83% (2009-2010).

ORGANISATIONAL DETAILS

KOLORS HEALTHCARE INDIA PVT LTD

April 2020 to till date

H.R Assistant: Roals & Responsibilities:

- Preparation of Salary Statements & pay slip creation.
- Filing of P.F returns.
- Filing of E.S.I returns.
- Timecard Management.

Strengths:

- Flair for Leadership
- Hard working

Technical Skills:

- Trained in H.R payroll modules (online practical training).
- Packages: M.S Office

Area of main project selected: HR MANAGEMENT

Project Title : A Study on Employee Absenteeism

Duration : 6 Weeks

Company : Maharaja Paper Industries PVT. LTD.,

Description : As a part of my project I have studied the Employee Absenteeism situation in the organization of the last five years.

During my project at **SEEDS INTIMATE APPAREL INDIA PRIVATE LTD** studied the Employee Absenteeism management of the company. I prepared statement of changes in Employee Absenteeism and calculated the length of operating cycle for the past 5years.

Industrial visit:

➤ **Vishakhapatnam : SEEDS INTIMATE APPAREL INDIA PRIVATE LTD**

Description :

For my Industrial visit I prepared a questioner, and conducted a survey. I analysed the data collected, compiled a report and submitted it.

Through this process I came to know about the profile of Company, various aspects that attract the customers and factors that generate satisfaction to them.

Personal Dossier:

Gender : Male

Date of birth : 02 June 1993

Father's name : U.Kishore

Nationality : Indian

Marital status : Single

Languages known : Telugu, English, Hindi

Address : Do 1-1,
Masahebpeta, Satyavaram post,
Vishakhapatnam dist, Andhra Pradesh – 531127.

Declaration: I hereby declare that above provided information is true and up to my knowledge.

PLACE:

DATE:

(U.Kishore)