

## **Lokesha Naika**

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### **OBJECTIVE**

To secure a position by my hard work, dedication, commitment towards work and ability to acquire new skills to advantage the company I work for.

### **EDUCATION**

Qualification	Institution/University	Year of Pass	CGPA/Percent
BE-CSE	PESIT, Bengaluru	2017	7.7
Diploma-CSE	BTL Polytechnic, Bommasandra	2013	68%
SSLC	Gov't High School, Hebbagodi	2010	76.32%

### **OTEHR SKILLS**

#### **HARDWARE AND NETWORKING**

Assembling and Disassembling PC, Operating System Installation, Software Installation and Trouble Shooting and LAN.

Operating System : Linux and Windows

### **WORK EXPERIENCE**

**Company: Neelam Enterprises.**

**Designation: Admin.**

#### **Job Responsibility:**

- Generating Invoice for Clients as per Attendance given.
- Monthly Wages Calculations.
- Monthly Salary Disbursement.
- ESIC and EPF New Member registration.
- ESIC and EPF Challan Creation.
- Facilitate communication among partners and management; providing guidance to managers and partners on dispute.

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## SKILLS

- Basic knowledge of labor laws.
- Knowledge of general HR practices, employment laws and regulations (local, state, and federal).
- Ability to perform general office administrative activities: writing, copying, filing, delivering, and using the telephone.
- Payroll processing.

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## PERSONAL PROFILE

**Father Name** : Raju Naika  
**Nationality** : Indian  
**DOB** : 4<sup>th</sup> July 1994  
**Familiar Languages** : Kannada, English and Hindi

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## DECLARATION

I hereby declare that above mention details are true to the best of my knowledge.

Place: Bangalore

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(LOKESHA NAIKA)