

RESUME

Kumar H.C

Career Objective:

Looking for the great opportunity to work with a reputed organization and grow professionally.

Work Experience:

Updater Service Pvt Limited

Designation: Office Exuviate

Project Name: Product Engineering Department [**Infosys Limited**]

Duration: 1 – 3 months

From: 02- Jun-2010 to 01-Sep-2011

Team: Loaned Assets Management

Job Description:

Basically the job involved in asset tracking and maintaining. Duties that were performed was.

- Monitoring of Asset purchased against the Invoices
- Assets Tracking
- Coordinate with Purchase team for the assets.

Project Name: Facilities [**Infosys BPO Limited**]

Duration: 3 months

From: 01-Sep-2011 to 01-Dec-2011

Team: Facilities

Job Description:

Basically the job involved in monitoring of facilities provided to the office building. Duties that were performed was.

- Production Floor facilities audit
- Conference Room facilities audit
- Training Room facilities audit
- Handling Stationary for Infosys BPO employees
- Audit of Food courts and Food Menus.

Project Name: Immigration Team [**Infosys BPO**]

Duration: 10 months

From: 01-Dec-2011 to 10-Sep-2012

Team: IMOP

Job Description:

Basically the job involved in delivery of documents and system updates for the Visa related activities.

- Delivery of documents to concerned departments
- Maintaining of documents
- System updates
- MRV receipts collection
- Other Visa related activities

S. L. N Enterprises

Project Name: TAFF [Infosys]

Duration: 03 Year

From: 10-Sep-2012 to 22-Oct-2015

Team: Global Immigration

Designation: HR Admin Assistant

Basically the work includes in monitoring of India inbound application on Visa related process. Duties that are performed.

- Issuing client invite letter.
- Helping to Intern for Visa Registration, Extension and Exit Permit
- Handling FRRO-Foreigners Regional Registration Office
- FRRO End to End process

Infosys BPO Limited

Project Name: Global Immigration [Infosys Limited]

Duration: Till Date

From: 22-Oct-2015

Team: Global Immigration

Designation: Process specialist

Job Description:

Basically the work includes in monitoring of India inbound application on Visa related process. Duties that are performed.

- Issuing client invite letter.
- Helping to Intern for Visa Registration, Extension and Exit Permit
- Handling FRRO-Foreigners Regional Registration Office.
- FRRO End to End Process
- Checking Indian Visas & updating in the system
- APAC Region Visa Stamping
- Handling APAC, Latam & MEA Invoices
- Preparing APAC Region Flash and Final Provisions and weekly report.

- Preparing MEA Region Flash and Final Provisions and weekly report
- Preparing Canada & Latam Region Flash and Final Provisions and weekly report
- Singapore liability posting
- Handling Work permit legalization and Business visa stamping legalization of Educational documents & other documents for Non US Countries.

Personal Profile:

Name Kumar Honenahalli Chandregowda

Father Name Chandre Gowda Honenahalli Rangegowda

Mother Name Jayamma Giddegowdanakoppal Ningegowda

Date of Birth 08 March 1991

Marital Status Unmarried

Nationality Indian

Languages known Kannada and English

Permanent address B. Honenahalli, Bagur, Channarayapattna, Hassan, Karnataka, India- 573 116

Present address C/O Ramappa Reddy Building, Doddanagamangala, Electronic city, Bangalore-560 100

Email Kumarhc4884@gmail.com

Phone Number 080-8861198360; 9008007808

Computer Skills Window Operation System and MS office

Hobbies Reading books, Redding Newspaper, listening to Music, Playing Cricket and Bike-Riding.

Personal Skills Ability to work in a team and Self Motivated

Educational Qualification:

Education	University	College	Year of Passing
Bachelor of Commerce	KSOU, Mysore	Noble Institute Of Education Society, E-City, Bangalore-100	2014
PUC	Pre University Board Bangalore	Govt Independent PU College, Channarayapatna	2009
SSLC	KSEEB	Govt. High School, Bagur	2007

DECLARATION

The above information is true to the best of my knowledge and belief.

Date:

Place: Bangalore

Yours sincerely
Kumar H.C