**Pramod Kumar B K**

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**Address:** #116 Mahaveer Galaxy sunkadapalya near BGS Hospital Uttarhalli Kengeri main road

Bangalore-560060.

**Career Objective**

Looking forward to work in an organization that highly values ethical behavior towards their employees and which provides an opportunity for growth and upgrade ones skills in the HR functions.

**Key Skills**

* Ability in working with team as well as individual.
* Ability to adapt quickly and positively to challenging situations whilst remaining calm, focused and positive.
* Excepting challenging tasks, zeal for hard work.
* Able to prioritize tasks and workloads in order of importance.
* Self-motivated and hard working.
* Good understanding of Core HR concepts.

**Computer Knowledge**

* **Operating Systems:** Windows 10/ Windows XP.  
  **Package:** MS Office(Word, Excel, PowerPoint)

**Educational Qualifications**

|  |  |  |
| --- | --- | --- |
| Exam Passed | Board / University | Year of Passing |
| BBM  Specialization:  Human Resource Management. | Degree,  (affiliated to Bangalore University) | July-2016  Second class |
| PUC | Pre University Education  Bangalore. | March – 2013  Second class |
| SSLC (10th) | Karnataka Secondary Education Board  Bangalore | April – 2011  First class |

**Certification**:

HR Generalist Certification from Salvin Info Systems

Conceptual and practical training undergone in the following areas.

• HR Operations

• Recruitment and Selection Process

• Induction and Orientation

• Performance Management

• Training and Development

• Separation Process

• Payroll Process (Software: SaralPaypack)

• Employee relations and engagement

**Achievements**

* Won 1st place in HR event Product Launch Competition
* Won 3rd place trophy in the interclass Hindi Quiz Competition Cultural meet.

**Project Work**

**Title:**

**“A Study on Quality of Work Life of employees with reference to Aditya Birla, Doddabalapur.”**

**Roles and Responsibility:**

* Prepared Questionnaire for 100 Employees.
* Took Feedback from the employees.
* Project duration was for 1 month

**Personal Details**

**Date of birth :** 19th Aug, 1995.  
**Languages known :** English, Hindi, Kannada

**Marital Status :** Single

**Gender :** Male

**Declaration:**

I hereby declare that the above-furnished information is true to the best of my knowledge and belief.

Yours faithfully,

Date :

Place : Bangalore (Pramod Kumar B.K)