


B SAI KUMAR

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Result-oriented professional with a proven record of stamping success, targeting assignments in sales and marketing and human resource operations with a growth-oriented organization

KEY SKILLS

- Payroll Management
- Talent Acquisition
- Employee Engagement
- Organizational Development
- Leadership Development
- Employee Relations
- Change Management
- Workforce Planning
- Staff Coaching
- HR Policy & Process Design

ACADEMICS

- Year 2021 (Pursuing)
BBA
Aditya Global Business School
- Year 2016
Diploma EEE
Aims College of Engineering
Percentage - 70%
- Year 2013
SSC
Sri Chaitanya Techno School
- CGPA – 8.2

PROFESSIONAL EXPERIENCE

Summer Internship -HR Mar to Sep (2020)



Hindustan Unilever Limited

Responsibilities

- Recruitment of employees based on company's criteria for specific role
- End to end selection of candidates during the interview process
- Joining formalities for all the new hired candidates
- Form filling for new employees and helping them their joining activity
- Conduct training for new employees
- Maintaining data and end to end analysis of HR process
- Handling the pension claim process, gratuity calculation and also manage employee welfare activities for employees
- Manage the payroll calculations with certain MS office tools
- Proper maintenance of work areas
- Regular practice with innovative guidance, methodology, impeccable quality
- Making of FORMS: – Self Appraisal Form, Appraiser Form etc., Evaluation of Performance, Reward Policy

COMPUTER SKILLS



Tally



ADDITIONAL COURSE

LANGUAGES KNOWN

English | Telugu

DOB

04-08-1998

MEMBER

National Social Service

HOBBIES



ADDRESS

S/o. B.V. GANAPATHI RAO
D.No. 57-3-47, Yesvari Street
Jagganaickpuram, Kakinada-
East Godavari District,
Andhra Pradesh.
533002

- HR Generalist Course from BismilSoft, 2020

ACHIEVEMENTS:

- Achieved consolation prize Rs. 50000 scholarship for elocution at “Mugabala – all Indian Undergraduate Students Festival” held at Dhruva College of Management (Hyderabad)
- Awarded 3rd place in Crescendo Competition (speak if u can) held at Aditya Global Business School
- Secured 3rd place in panel discussion on Banking Technology (finance) held at Aditya Global Business School
- Secured 7th place among 2000+ participants in speak if you can season 7 held at Aditya College of Engineering
- Awarded 1st prize in Hassle now event (AURA-2020) held at Aditya Degree College
- Awarded 1st Prize in Real Time Pic Micro Controller Applications Held In Aims College of Engineering
- Secured 1st prize in Numismatic Exhibition held in Kakinada District Library
- Won 1st place D3 Dark Archive event conducted in the TREGTi-2020 at Aditya Degree College for Women’s Kakinada
- Secured 1st rank among 150 entries in college level internal working of mobile phone held at Aims College of Engineering

Declaration

I do here by declare that all the information furnished above is true to the best of my knowledge.

Date:

Name: B Sai Kumar