

RESUME

Praneeth Kulkarni S

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OBJECTIVE:

To undertake a responsible position that enables me to bring the best out of me towards the growth of the organization with a sense of satisfaction in the field of Human Resource Management, while looking out for exposure and experience in an esteemed organization.

WORK EXPERIENCE

Assistant HR - CIL INFOSERVE LTD.

December 2018 - March 2020

Areas of Exposure: Recruitment, Payroll Management, Screening & Shortlisting, HR Generalist activities.

- Responsible for recruitment, screening, Interviewing and Short-listing candidates for Top Talent.
- Supporting organization to achieve HR objectives such as retention, training and management development activities.
- Work with management and team to establish and maintain a positive work environment.
- Reference Collection.

SCHOLASTIC RECORDS:

- **2018** - Master's in Business Administration with specialization in Human Resource Management (HR) from Osmania University, Hyderabad.
- **2014** - Bachelors of Sciences from Aurora's Degree & PG College with subjects Microbiology, Biochemistry & Chemistry, Hyderabad.
- **2011** - Intermediate from Narayana Junior College, Hyderabad.
- **2009** - SSC from Brilliant Grammar High School, Hyderabad.

ACADEMIC PROJECTS:

- **My India Project:** In this project we focused on the bio-degradable waste management and Verme-compost.
- **Employee Retention Management:**
As part of the MBA Programme at **Elancer IT Solutions PVT LTD.** Hyderabad.

The main objective is to retain the employee in an organization. Primary responsibilities include retaining and maintaining highly valued employees by utilizing key relationship building skills and working with employees to meet their needs and goals while preserving a positive relationship. Providing employees with all the necessary information to make informed choices about their needs.

SOFTWARE PROFICIENCY:

- **Ms Office:** Word, Excel, PowerPoint, Outlook.

ACHIEVEMENTS:

- Have acquired both “B & C” certificates in National Cadet Corps
- Was Runner-up in Osmania University Soft-Ball tournament
- Was Runner-up in elocution, poetry, Quiz at inter college level.
- Was part of NGC during school

PERSONAL SKILLS

- Good Communication skills.
- Optimistic and Hard working.
- Versatile and flexible.
- Good learner & Team Management.

LEADERSHIP ROLES:

- Junior Under Officer in Army Wing 3 Andhra Bn. NCC 17/3 Coy.
- Coordinated for Bio-Vision, an inter college level fest.
- Head Boy in NGC at School Level.
- Was part of the organizing team of Summer School Series at IIIT-Hyderabad, for the year 2019.

EXTRA-CURRICULAR ACTIVITIES:

- Volunteered at RamaKrishna Math for about 5 years.
- Was the captain of the college cricket team and our team was runner-up in Cricket tournament held by an NGO
- Coordinated and Participated in Naveena-TV9 Special show.
- Coordinated for Swami Vivekananda Ratha Yatra
- Coordinated **Manadeshham - Manageetham** organized by NTv

HOBBIES:

- Playing Cricket, Chess
- Listening to music.
- Poetry

PERSONAL DETAILS:

Name : Praneeth Kulkarni S
Fathers name : Raghavender Rao S
Date of Birth : 14-03-1993
Gender : Male
Languages known : English, Hindi, Telugu & Kannada
Marital Status : Single.
Email : praneeth1428@gmail.com
Phone No : 9989383434

Declaration:

I hereby declare that the above particulars are true to the best of my knowledge and belief.

PLACE :

DATE :

(**Praneeth Kulkarni S**)