

Curriculum Vitae

Karthik.k

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Objectives

Seeking an entry-level position in the area of human resource in a fast paced organization to utilize my abilities and skills in the Business Industry that offers professional growth while being innovative, resourceful and flexible. Ready for immediate relocation, if required.

Academic Details

Qualification	Name Of the Board/University	Name Of The School/Institution	Year Of Graduation	Class
MBA (Human Resource Management)	Madurai Kamaraj University, Madurai	Madurai Kamaraj University, Madurai	2015	First class
BACHELOR OF BUSINESS ADMINISTRATION (BBA)	Bharathithasan University	KONGU COLLEGE OF ARTS AND SCIENCE, KARUR	2013	first class
XII th (HISTORY group)	STATE BOARD	GOVERNMENT HIGHER SECONDARY SCHOOL, KANIYALAMPATTI	2010	first class
X th	STATE BOARD	GOVERNMENT HIGHER SECONDARY SCHOOL, KANIYALAMPATTI	2008	first class

Technical Details

MS Office, PGDCA

Experience

- I Pursued My MBA Project on ““A STUDY ON JOB ROTATION PROCESS IN MEENAKSHI MISSION HOSPITAL AND RESEARCH CENTRE – MADURAI””.
- 8 Year Working in (HR & ADMIN) FASHION CARE EXPORTS – KARUR.

Area Working:

- **Pay roll**
- **Audit (SA8000, Sedex, Gots, Grs, Ocs, Rcs, Fair Trade, Oeko-Tex)**
- **IF Records.**
- **ESI,EPF**
- **Transports**
- **Man Power**
- **Recruitment & Training.**
- **Housekeeping.**

Personal Skills

- Willingness to learn
- Goal oriented, highly focused & self-motivated who excel in high pressure situation
- Leadership Quality
- An expert organizer and manager
- A real team player with optimized inter-personal skills
- Negotiation Skills
- Grass root knowledge of effective utilization human power.

Personal Profile:

DATE OF BIRTH : 29.06.1991
NATIONALITY : Indian
LANGUAGES KNOWN : Tamil and English

DECLARATION

I, hereby, solemnly declare that all the information relieved above is true and correct to the best of my knowledge and belief.

YOURS FAITHFULLY
Karthik .k

