**Hareesh Padala**

**Mobile:** 9123XXX459

**Email id:** hareesh12XXX@gmail.com

**Address:** H No: 8-152, Chandram Palem,

Car Shed, Visakhapatnam 530045.

**Career Objective**

An MBA Human Resource Fresher willing to make a career in the field of human resource in a reputed organization.

**Educational Qualification**

* MBA in Human Resource Management with 70% from Andhra University, Visakhapatnam. (2019-2021)
* Bachelor of Science from Gayatri Junior College, Visakhapatnam with 75%. (2016-2019)
* Intermediate from Narayana Junior College, with 78%. (2014-2016)
* SSC from St peters School, with 80%. (2014)

**Professional Skills**

* Have excellent verbal and written communication skills.
* Proficient in MS Word, Excel and Power­Point.
* Knowledge in human resource policies, procedures and acts.
* Excellent leader ship skills with ability to lead teams.
* Sound knowledge in the hiring process.

**Project Work**

**Topic** : Payroll Management, **Company**: Akshaya Patra Foundation,

**Duration:** 2 months

Completed two months project in Akshaya Patra foundation and learnt about salary structure, salary statement preparation, and statutory compliances.

**Hobbies**

* Reading books.
* Playing Cricket.
* Listening to music.

**Personal Details**

DOB : 2/07/1999

Gender : Male

Languages Known : English, Hindi, & Telugu.

Religion : Hindu.

**Declaration:** I hereby declare that all the above information is true to the best of my knowledge.

Place:

Date: Signature.