**Naveen Vaddadhi**

**Mobile:** 8500XXX980

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

**Address:** H No 123, Sowmitri Apartments,

Dabagardens, Visakhapatnam 530003.

**Career Objective**

A Self-motivated and result oriented MBA HR fresher looking for an opportunity in the field of human resource to grow my skills and knowledge, which can further lead to the growth of the organization.

**Academic Background**

* MBA in Human Resource Management from Andhra University, Visakhapatnam from 2019-21 with 65%.
* BSc from Gayatri College, Visakhapatnam from 2016-19 with 78%.
* Intermediate from NRI Junior College from 2014-16, with 83%.
* SSC from Navodaya Niketan in 2014 with 85%.

**Professional Skills**

* Good communication skills (verbal & written)
* Proficient in MS Word, Excel and PowerPoint.
* Well organized details oriented and ability to multitask.
* Ability to lead teams, providing direction and supervision wherever applicable.
* Knowledge in hiring process and payroll management.

**Project Work**

**Topic** : Employee Satisfaction, **Company**: Prathyusha Fertilizers Pvt Ltd.

**Duration:** 2 months

Understanding the different factors of employee satisfaction, and implementing various measures

taken by the management to get best output from the employees.

**Hobbies**

* Reading books.
* Dancing.
* Listening to music.

**Personal Details**

DOB : 07/08/1998

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.