

AkshataHegde
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Kodihalli 80ft rd,
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OBJECTIVE:

To acquire growth oriented position which helps in building a purposeful career and contribution towards fulfillment of organizational and individual goals, while consistently enriching both.

PROFESSIONAL SUMMARY

Real Estate Regulatory Authority of Karnataka (K-RERA)

Designation: HR Operations (Personal Assistant to Chairperson)

Period: 1st November 2017 till 26th August 2019

Key Responsibility:

- ❖ Managing the attendance with the help of the biometric system, maintain the log in the MS-excel.
- ❖ Worked with Secretary of K-RERA to keep the records updated.
- ❖ Maintenance of employee Bank account details with accuracy and confidentially.
- ❖ Prepared detailed reports for the higher authorities.
- ❖ Communicating with higher management and understanding the requirements of the organization related to vacancies, and communicating the same to the Keonics agency.
- ❖ Scheduling and coordinating interviews of candidates with the Secretary of K-RERA.
- ❖ Providing the information to the candidates relating to our organization after joining.

- ❖ Interaction- interaction with team regarding project progress, and collecting all teams updated status regarding their work progress. Maintain a strong relationship with other member of the organization.
- ❖ Administration- maintains files and records, receiving the post.
- ❖ Calendar management- prioritizing, updating and circulating the details with the organization head.
- ❖ Event Management – organizing multiple organization events within the organization. Manage the dairies and schedules of senior management.
- ❖ Business correspondence- interacting with developers and external parties who all are representing the K-RERA Office.

B&M Industry :

Designation: HR Intern

Period: 1st January to 10th March 2017

Key Responsibility:

- Maintaining the employees files

- Addition and deletion of Employees details
- Maintaining the details of attendance of the Employees
- Conducting survey to know the Quality of Work life in the organization

ACADEMIC AND PROFESSIONAL QUALIFICATIONS:

<i>QUALIFICATION</i>	<i>INSTITUTION STUDIED IN</i>	<i>CLASS PASSED</i>
MBA (Human Resource)	JSSATE, Bangalore	(63.16)
B.com	Government First Grade College Yellapur (U.K) (2012-2015)	(66.14%)
Pre – University (Economics, Business studies, Accountancy,)	Government PU college Yellapur (2010-2012)	(69.83%)
X std	Government High School Gullapur	(67.04%)

PROJECT DETAIL

"Study on quality of work life in B&M industry". Quality of work life in the organization will provide information about the organization structure and the culture. Quality of work life study will help to know the employees expectation towards the organization and the fulfillment of their day to day requirements in the work life. Main objective of the Quality of work life will help the organization to get more productive employees when they provides better quality requirements.

LEADERSHIP , COMMUNICATION AND ORGANIZING SKILLS

- Business Plan event coordinator for the college fest- 2016
- HR coordinator for the college fest -2017

COMPUTER PROFICIENCY

- Proficiency in Microsoft office
- Tally ERP 7

ACHIEVEMENTS

▪ Conferred with “Best class representative” of commerce dept award, for the year 2012- 2013
▪ Received accolades for participation in cultural activities.
▪ Certified as “Team -work” proficient.

PERSONAL DETAILS:

Father’s Name	Ganapati Hegde
Date Of Birth	1 st September 1994
Languages known	Speak : English, Hindi, Kannada Read/Write : English, Kannada
Interests & Hobbies	Painting, Sketching, Reading, Singing

DECLARATION:

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

Place: Bangalore

Date: 27/8/2019

AkshataHegde