

## **CURRICULUM VITAE**

### **KAMBLE KAVEEN**

H. No: 8-3-228/678/1439,  
Sri Ram Nagar, Yousufguda,  
Hyderabad - 500045.

**E-mail:**kittukamble@gmail.com  
**Contact no:** +91-8885839427

### **PROFESSIONAL OBJECTIVE:**

To secure a challenging position in an Organization where my skills and competency are effectively utilized for the growth of the Organization, and where potential to sharpen and acquire new skills are prevalent.

### **EDUCATIONAL QUALIFICATIONS :**

- **Post-Graduation In Master Of Business Administration**  
Aurora's Post Graduate College, Ramanthapur, Hyderabad. (Osmania University)  
Score: **First class 2014**
- **Bachelor in B.Com.**  
Post Graduate College – Secunderabad. (Osmania University)  
Score: **First class 2011**
- **Intermediate (CEC)**  
Babul Reddy Junior College, Erragadda, Hyderabad.
- **SSC**  
Hyderabad Central High School, Erragadda, Hyderabad.

### **Technical Skills :**

- MS Office ( Word, Excel, Power point)
- Typing speed 25 to 30 WPM.
- Worked on smart school software.

### **Professional Experience :**

- **MAHATMA GANDHI MEMORIAL HIGH SCHOOL.**
  - Location: Yousufguda, Hyderabad.
  - **Designation : Admin/Hr**
  - Duration : 1-02-2015 to 30-04-2017

**My Roles and Responsibilities :-**

1. Maintenance of attendance registers of Staff members.
2. Preparing salaries and issuing Pay Slip.
3. Calling parents for Term Fee payments and sending messages for intimation.
4. Collecting fee from parents and issuing payment receipt.
5. Distributing books to students who has ordered the books and geometry box etc.,.
6. Typing question papers of Students through the instruction of Principal and Teachers.
7. If any repairing works in school means electrical, plumber, carpenter means I used to call the people and make them work done.
8. If any holiday, parent meetings, cultural programs and extra classes to students means I have to intimate parents by mailing, messaging and calling.

➤ **SIA PUBLISHERS AND DISTRIBUTORS PVT LTD.**

- Location: Abids, Hyderabad.
- **Designation : Hr Executive**
- Duration : 1-06-2017 to 14-12-2018

**My Roles and Responsibilities :-**

1. Searching profiles on Quiker job portal, Sending mails and messages, Calling candidates and scheduling interviews.
2. Every month I recruit 25 to 30 members.
3. We have total six stores in Hyderabad by name Universal Book Store, one Ware house Department, one Stationary Department and Printing Press for each department I have to take update for recruitment.
4. Maintaining data of each and every employee.
5. Making ESI and EPF payments.
6. Issuing ID cards
7. We have biometric access for every new joined person I have to give biometric access.

➤ **SIERRA SOFTWARE SYSTEMS AND SOLUTIONS.**

- Location: Yousufguda, Hyderabad.
- **Designation : Hr Executive**
- Duration: 15-12-2018 still working

**My Roles and Responsibilities :-**

1. I will take care of payroll process for total 1050 employees in present SIERRA SOFTWARE SYSTEMS AND SOLUTIONS.

2. My present organization is outsourcing agency provide payroll process to candidates who are working in Government organization on contract basis total 1025 employees into different departments.
3. I will do ESI and EPF creation to new joined employees there registration.
4. I will generate ESI and EPF Challan's and payments monthly.
5. I will take care of all ESI and EPF issues of each and every employee.
6. I will generate invoices of salary statement for each department, by collecting attendance through mail from each department and for our office also.
7. We have biometric process (I have to generate biometric access to every employee who has joined newly).
8. I will do recruiting also ( Conducting interviews, Collecting date, Maintaining data records)
9. I will select candidates from job portal ( At present we are using Quiker)

### **Hobbies :**

- Listening to music
- Playing Chess
- Watching Movies and Cricket

### **Personal Details :-**

<b>Name:</b>	Kamble Kaveen
<b>Father Name:</b>	K. Pandarinath
<b>Mother Name:</b>	K.Umadevi
<b>Wife:</b>	K Swetha
<b>Date of Birth:</b>	16 - Aug - 1987
<b>Marital Status:</b>	Married
<b>Languages Known:</b>	Hindi, Telugu and English

### **Declaration**

The information furnished above is true to the best of my knowledge.

Place:

Date:

(Kaveen K)