**CURRICULUM VITAE**

[**WILS0N.365161@2freemail.com**](mailto:WILS0N.365161@2freemail.com)

**CAREER OBJECTIVES**

Seeking a creative, competitive, challenging and growth oriented career to optimally utilize & enhance my skills and to excel in it by smart work and determination. Ideal to work within any organisation by seeking a position to utilize my skills and abilities that offers professional growth while being resourceful, innovative and flexible.

**EDUCATIONAL QUALIFICATION**

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| --- | --- | --- | --- | --- |
| **Course & Year** | **Institution/College** | **University / Boards** | **Subject/Specialization** | **Percentage** |
| M.S.W  2012-2014 | St. Philomena College, Puttur, D.K | Mangalore University. Karnataka. | Human Resource  (PM&IR) | 67% |
| BSW  2009-2012 | St. Philomena College, Puttur, D.K | Mangalore University. Karnataka. | Social work research &statistics, mass communication | 57.46% |
| PUC  2008-2009 | St. Philomena P.U.College, Puttur, D.K | Department of Pre-University Education. Karnataka. | History, Economics, Sociology, Political Science | 50% |
| SSLC  2007 | St. Philomena High School, Puttur D.K | Karnataka Secondary Education Examination Board | General | 47.52% |

**PROFESSIONAL EXPERIENCE**

1. **HR Assistant- Kanara Wood & Plywood Industries Ltd ( Yenepoya Group), Mangaluru, India.**

**Period: June 2015 to November 2016 ( 1 Year 6 Months)**

* Provided payroll information by collecting time and attendance records.
* Calculating wages and salaries of employees.
* Compiling and updating employee records.
* Dealing with employee requests regarding human resources issues, rules and regulations.
* Coordinate communication with candidates and schedule interviews.
* Conduct initial orientation to newly hired employees.
* Guided students in their project work.
* Conducting recreational activities for the employees.
* Calculating Employee benefits (PF, ESI, Bonus, Gratuity).
* Attending meetings with the Labour Welfare Office.
* Renewal of company license.

1. **HR Executive Assistant - Megha Springs Pvt Ltd ( SG Corporates), Puttur, India**

**Period: November 2014 to May 2015 ( 6 Months)**

* Maintaining and updating employee data.
* Collecting time and attendance records for providing payroll information.
* Guided students in their project work.
* Taking disciplinary action.
* calculating wages and salaries of employees.

**COMPUTER QUALIFICATION**

* MS OFFICE

**FIELD WORK EXPERIENCE**

* Placed in value oriented education center. Puttur, 2012-2013
* Placed in Kanara Wood & Plywood Industry, Mangalore, 2013-14

**SEMINARS & WORKSHOPS**

* Presented a Seminar on “ Employees provident found &miscellaneous provisions act 1952”at St.Philomena College, Puttur.
* Presented a Seminar on “Promotion and Demotion” at St.Philomena College, Puttur.
* Participated in ‘PhiloSem’, A National Seminar on Reinforcement of Civic-Education Towards A Sustainable Society” held at St.Philomena College, Puttur 2013.

**KEY STRENGTHS**

* + Good team player & Hard working.
  + Flexibility to work in any type of assignment.
  + Positive attitude and good communication skills.
  + Quick Learner & Innovative .

**PERSONAL DETAILS**

**Name :** WILSON

**REFERENCES**

Available upon request.

**DECLARATION:**

I hereby declare that the above-mentioned information is true and correct to the best of my personal knowledge and belief. Given an opportunity promise to serve your esteemed organisation with dedication and hard work.

**Your sincerely**

**WILS0N**