**CURRICULUM VITAE**

**BABU RAO SARAGADAM** (MBA, B.com)  **(Ex Indian Army) E mail I’d : Aashunidhi@gmail.com**

 **Cell : +918285438911, +919599813507**

**Permanent Residential Address**

D.No-2-65/01

Pendurthi (Old)

Visakhapatnam

Andhra Pradesh, India.

Pin-531173.

**Career Objective:**

To seek highly challenging and satisfying career with exposure and at the same timeseek environment where my skills and loyalty will be rewarded with career advancement and guidance.

**Work Experience:**

* Working as a Manpower management in Indian Army from 2002 to till date.
* Computer Operator in Indian Army.
* Office Automation work.
* Human Resource Management.

**Additional skills:**

* Have been trained in physically for Manpower management in Indian Army.
* Data Entry Operator.
* Well Knowledge in MS Words, Excell and Power Point.

**Current Responsibilities:**

* Currently handling a team of 150 members.
* Maintain Payroll.
* Preparing daily work logs for staff.
* Have basic knowledge in IT field and have knowledge in submission of ITR.

**Educational Qualification:**

* MBA (HRM) from Pondicherry University tenure of 2015-2016 with 52.38%.
* B.Com from Mrs AVN College affiliated to Andhra University in the tenure of 1997-2000 with 67.83%.
* Intermediate (12th )(CEC) from Govt Inter College in the tenure of 1995-1997 with 54.5%.
* SSC (10th ) from Govt High School, Pendurthi in the tenure of 1994-1995 with 65%.

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**Personal Skills*:***

* English Lower Typing Course.
* Advance Data Processing. (Fundamental) Course (AAD College, Gopalpur)
* Security Training Certificate. (Indian Army)
* Certificate in Physical Training and Drill & Instructor. (Indian Army)
* Diploma in Fire & Industrial Safety. (Royal Institute of Fire & Safety)
* Good problem solving skills and a self-starter.
* Grasp the new things quickly and can generate innovative ideas.
* I have good co-ordination skills.
* My greatest asset is my ability to motivate people.
* Even during emergencies, I do not loose my cool.

**Personal Profile:**

Name : BABU RAO SARAGADAM

Date of Birth : 23 Jul 1980

 Sex : Male

Father’s Name : SATYA NARAYANA (Late)

 Nationality : Indian

 Languages Known : English, Hindi, and Telugu

Hobbies : Watching TV

Location Preferred : Any place across India.

**Declaration:**

I **BABU RAO SARAGADAM** hereby declare that the information furnished above is true to the best of my knowledge and belief.



Date :

Place : (BABU RAO SARAGADAM)