

swaroop kiran paturi

ENTRY LEVEL HR

2+ Yrs Exp.

Rajahmundry, IN swaroopkiranpaturi@gmail.com +91 9493425146

Seeking employment for the position of HR Assistant. Under my employment, the company can trust in my earned expertise not only in discovering tactical strategies but also entrust in providing the company with the guidance needed to enhance their digital presence further and meet their objectives.

KEY SKILLS

- Human Resources Administration - 2 Yrs
- Payroll, Accounting & Finance - 2 Yrs
- Organizational Behavior & Development - 2 Yrs
- Quality Management - 2 Yrs
- Employment Planning & Budgeting - 2 Yrs
- Effective communication - 2 Yrs

PROFESSIONAL EXPERIENCE

HR Assistant, Polavaram - IN

THRIVENI EARTHMOVERS PVT LTD Sep 2017 - Dec 2019

Thriveni Earthmovers Pvt Ltd done a prestiges mining project with a huge mechinary in Polavaram irrigation project Andhra Pradesh.

Hr Assistant with strengths in being detail-oriented, a problem solver, and meticulous when it comes to conducting inspections and repair on vehicles and machinery. A fairly competent and knowledgeable whose value and contribution to an organisation lie in his/her capabilities in maintenance inspections, coordinating mechanical components as well as performing

EDUCATION

Diploma

Jntu k

SMT.Seetha Polytechnic

Jul 2010 - May 2013, Bhimavaram - IN

ACHIEVEMENTS

Mining Fiesta Event Sep 2018

- Awarded the "Mining Team of the Year" from Tamilnadu Mining Association

HOBBIES & INTERESTS

Playing badminton, Playing cricket, Playing Video games, Reading Autobiographies

CAREER ASPIRATION

Being exposed to managing a team. Being exposed to new parts of the business

FAVORITE QUOTE

The truth will set you free.

~ The Bible

LANGUAGES

Telugu Native

Hindi Fluent

English Fluent

SOCIAL MEDIA



Facebook

[Swaroopspartan](#)