

CURRICULUM VITAE

SUNNAM CHAITANYA KRISHNA

**Rao's Enclave – V, Flat No: 1,
Maruthi Nagar, Moula-ali.**

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Career objective:

Intend to build a career with leading corporate, which will help me to explore myself fully and realize my potential, possess my Identity and willing to work as a key player in challenging & creative environment.

Strengths :

- ❖ Aiming at excellence in work through self motivation.
- ❖ Ability to exhibit patience while working with the people.
- ❖ Work effectively with diverse groups of people.
- ❖ Honest, Sincere and a Hard Worker with a high level of integrity.
- ❖ Fast Learner. Adapt well to changes and pressures in the workplace.

Educational Qualifications:

- ❖ M.B.A (HR) from St.vincent P.G. college(2020).
- ❖ B.Com (Comp) from saisudhir degree college(2017)
- ❖ Intermediate from narayana junior college (2014)
- ❖ S.S.C from john & roger high school (2011)

Computer proficiency:

Software skills:-

- ❖ MS office (Word, Excel, PowerPoint) & Internet Application.
- ❖ C Language.

Achievements:

- ❖ Participated and Won 4K Run conducted on 15-July- 2018 at “COMPASSIONATE RUN”, Gachibowli Stadium, Hyderabad.
- ❖ Participated in “30 KM Foundation Ride “at the event of Chak De India IV 2018 hosted by Hyderabad Bicycling Club held at NAC, Hitex on the 12th of August 2018.

Work Experience:

- ❖ Worked at Genpact as a “HR Executive “ From July 08th 2022 to July 01st 2023.
- ❖ Roles and Responsibilities :-
- ❖ Ensuring company HR policies are implemented and followed.
- ❖ Managing Human Resource information System (HRIS) software.
- ❖ Generating HR reports and metrics.
- ❖ Updating and auditing employee records.
- ❖ Tracking attendance and leaves via HR software.
- ❖ Ensuring leave policies are correctly applied.

Personal details :

Name - S. Chaitanya krishna

Date of birth - 21th July 1995

Gender - Male

Marital status - Single

Language known - English, Telugu & Hindi

Nationality - Indian

Declaration

I do here by declare that the above mentioned information is true and correct to the best of my knowledge.

Date:

Place: A.S. Rao Nagar.

(Sunnam Chaitanyakrishna)