

# SATWIK SHETTY

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## HR ADMIN

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**Career Objective:** To achieve a responsible position in an organization that fosters an environment of creativity and continual learning among its employees.

### Key Skills

- Recruitment & Screening
- Team Management
- Compilation & Process Attendance Data
- Preparing Letters (Offer Letter, Increment Letter, Salary Certificate, MEMO's)
- Good Experience in Coordination
- Handling matters with Confidence
- Effective Communication Skills

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## WORK EXPERIENCE

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### 1. Ascent HR Solutions, India | HR Admin| November 2020 to September 2021

#### Description:

- Resourcing, screening and short listing the resumes through various job portals or internal reference
- Maintaining employee's personal files and records, communication HR policies and across the organization at all the levels
- Was managing and distributing information(MEMO) within the office
- Preparing Offer Letter, Employee contract and job description, completing joining formalities and documentation
- Processing monthly attendance for all the staffs
- Issuing Salary Certificate, Experience Letters, Warning Letter

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## ACADEMY PROFILE

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- B.E in Civil Engineering from Visveswaraiah Technology University, Belgaum with 7.01CGPA in 2020
- 12<sup>th</sup> from Pre-University Education with 72.50% in 2016
- 10<sup>th</sup> from Karnataka Board with 81.60% in 2014

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## EXTRA CURRICULUM ACTIVITIES

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- Finalist of KBJ Quiz competition held in Alva's Institute of Technology
- Represented State Level Cricket Team as a Vice Captain in 2010. First Place in Taluk and District Level for the year 2009 and 2010

- **Best Cricketer award** for the year 2009-2010

## **PERSONAL INFORMATION**

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- Date of Birth: 26th June 1998
- Nationality – Indian
- Gender – Male
- Visa status – Visit Visa and expires on **19 December 2021**
- Languages Known: **English, Hindi, Kannada**

## **DECLARATION:**

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I hereby declare that the above particulars are furnished by me is true and correct to the best of my knowledge and belief.

**SATWIK P SHETTY**