

CURRICULUM DATA



KILANI.MOUNIKA

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Email Id: mounikakilani89@gmail.com

PROFES SIONAL OBJECTIVE

- Being a committed team player and want to be a part of renowned organization to contribute towards the growth of the organization based on my expertise and to further my personal capabilities by learning from the new exposure within the structured frame work of the organization.

EXPERTISE SUMMARY

- To be an asset to the organization I serve.
- Expertise in Human Resource Development/Administration.
- A quick learner with “Can Do” attitude.

KEY SKILLS AND MANAGEMENT

- Identifying Problems.
- Promoting Solutions.
- Managing Change.
- Well Developed and effective communication skills.
- Excellent team building skills

PRESENTATIONS

- Presented a power point presentation on ‘AUTO SYNCHRONISM” in the event ‘ENCURSO2k11’ organized by JNTUK.
- Presented a power point presentation in ‘Madhira institute of technology and science’.
- Presented many seminars in the presence of my staff.

ACADEMIC DETAILS

- MBA from Chaitanya Institute of Science and Technology JNTUK in specialization of “Human Resource & Finance during 2015-2017.

- B.Tech From Kakinada Institute of Engineering & Technology For Women- Jawaharlal Nehru Technological University Kakinada in specialization of “Electrical & Electronics Engineering during 2008-2012
- Inter From Nalanda Junior college in specialization of “Mathematics, Physics and Chemistry” during 2005-2007
- S.S.C from Durga Prasad Public School.

COMPUTER PROFICIENCY

- Programming Languages: C language
- Packages: MS office-Word, Excel, Power Point, Internet and E-mail Operations, Advance Excel, Basics of Tally.

TRAININGS ATTENDED

1. Organization : TUV Rheinland India PVT LTD.
Position : Trainee.
Tenure : 2nd May 2017 to 6th May 2017.
Report to : Manager HR.
2. Organization : NIIT Computer Institute
Position : HR Executive
Tenure : 1st May 2016 to 5th May 2016.
Report to : Manager HR.

WORK EXPERIENCE

1. Worked as Associate Processor under “SEO” & “PROOF READING” Projects in VARAMRO SOLUTIONS in Kakinada.
2. Worked as HR Executive in NIIT Computer Training Institute in Kakinada.
3. Worked as BDM in TUV RHEINLAND NIFE ACADEMY PVT.LTD in accounts department Kakinada.
4. Worked as HR MANAGER in GSE Technologies in Kakinada.
5. Working as Asst. Professor in IDEAL COLLEGE OF ARTS & SCIENCE in BBA Department in Kakinada.

PERSONAL DETAILS

NAME : K. Mounika
FATHERS NAME : K. Srinivas
DATE OF BIRTH : 21stNovember
MARTIAL STATUS : Married
LANGUAGES KNOWN : English, Telugu.
NATIONALITY : Indian
PERMANENT ADRESS : K. Mounika
W/O: P.V.Lovaraju
D.no:10-3-2
Meeraplaza
Ramaraopeta
Kakinada

DECLARATION

I, hereby declare the above particulars are correct to the best of my knowledge.

DATE:
PLACE: KAKINADA

SIGNATURE
(MOUNIKA)