



Thilak Kumar G C

OBJECTIVE

Seeking a satisfying and rewarding in a challenging environment where I can constantly learn to the best of my ability, contributing to the growth of Institution and itself. Give me an opportunity to show my ability and working skills.

EMPLOYMENT

Jan - 2016 - PRESENT

ASST. MANAGER-HR SJC INSTITUTE OF TECHNOLOGY, CHICKBALLAPUR

- ✓ Required to conduct candidates interview to know about their ability and efficiency.
- ✓ Required to understand the candidates interest and requirement before seeking a job for he or her.
- ✓ To organise and attend placement visits to monitor the progress of students, and deal effectively with any issues/concerns that arise.
- ✓ Assist with briefing meetings on a group and individual basis with students and course leaders so that they understand the work placement process, the level of support available and are fully equipped to undertake a successful placement.
- ✓ To assist in the development and maintenance of a database of appropriate employer and commercial/industrial links.
- ✓ To assist with placement correspondance and telephone enquiries internally and externally.
- ✓ To help monitor the progress of placement throughout the college within the Placement Co-ordinator.
- ✓ To communicate effectively with the Work Placement Co-ordinator and appropriate team members.

EDUCATION

2014 – 2016

MASTER OF COMMERCE – Mysur University

2011 – 2014

BACHELOR OF COMMERCE – Bengaluru University

2009 – 2011

12TH CLASS (2ND PUC) – Pre University Education Board, Karnataka

2008 – 2009

10TH CLASS (SSLC) – Karnataka Secondary Education Examination Board

SKILLS

- ✓ Basic in Computers
- ✓ Computer knowledge of MS office 2003/2007/2010/Excel
- ✓ Typing in Senior

- ✓ Operating System : Windows 98/XP SP1 to SP3/Vista/2007/2010
- ✓ Smart Worker
- ✓ Keen Listener
- ✓ Self Confidence
- ✓ Positive Attitude & Quick Learner

PERSONAL DETAILS

Name: Thilak Kumar GC
Date Of Birth: 15th Aug 1993
Marital Status: Un married
Father Name: Chandrashekar
Mother Name: Gowramma
Address: Gidnahalli Village, Keshwara Post, Nandi Hobli, Chickballapur Taluk & District -562101
Languages Known : Kannada, English, Telugu.

DECLARATION

I HEREBY DECLARE THAT THE ABOVE WRITTEN PARTICULARS ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

PLACE: CHICKABALLAPURA

DATE :

(THILAK KUMAR GC)