

Levin Frederic

PROFILE:

Seeking a challenging position in HR, in an Organization to expand and utilize my learning skills and knowledge. Possess excellent communication skills, technical skills, Interpersonal skills and have an eye for detail. Flexible to work in any Human Resource environment as required.

EDUCATION:

Name of Institution	Specialization In	Year of Passing	Percentage Marks/Class
Vishwa Vishwani School of Business, Hyderabad	MBA(HR) (2016-2018)	2018	1st Division
Badruka College of Commerce & Arts Kachiguda, Hyderabad	B.Com (Gen) (2013-2016)	2016	80%
Narayana Junior College, Secunderabad	Intermediate (2013)	2013	86.7%
Narayana Concept School, Tarnaka, Secunderabad	SSC (2011)	2011	89%

EXPERIENCE: Worked in Amazon Development Centre as Quality Specialist (2years and 6 months)

- Did work for the Review Team to make First Quality Edits and Digitalization of roads for OSM (Open Street Maps).
 - Did work on quality-of-service roads and driveway issues
 - Did work on Routing Service and Geo Code issues and improved marking of Geo Codes on OSM and internal imagery.
 - Did digitalize various service roads and establish links between service roads and primary roads and did establish turn restrictions to ensure smooth delivery pattern.
 - Did work for geo code corrections and did make consolidation of packages much easier by reducing service time.
 - Did undertake tasks for the Editing Team to ensure that there is proper mapping of roads in parking lot area and store front location.
- **SKILLS:** Did undertake a short-term course in HRM (Human Resource Management) from Jain X University in Understanding Organization structure, Staff Management, Payroll Management, Employee Hiring and Recruitment. Skilled in Tax calculation using Excel concepts (logical functions). Aware of Payroll calculation and Gratuity concepts, HRA calculation and ESI concepts and PF calculation.
 - Proficient in Excel and Advance Excel (skilled in VLOOKUP), HLOOKUP creation of dashboards and charts using offset index and match functions.
 - Skilled in SQL (PG Admin), MS SQL and Power BI (aware of DAX and calculate functions and other filter concepts to produce meaningful end reports and data also skilled in creation of dashboards using Power Query Transformation and Data modelling.
 - Skilled in VBA and aware of user form creation for simplifying data and filter data and sorting as well via VBA module, aware of LOOPS like do while, do until and for Loop concepts and other VBA functions.

PROJECT:

Title: Role of Six Sigma in HR Transformation.

Description: In this project I have learnt that Six Sigma (SS) is an important management tool in business that many Companies are using worldwide to strive for perfection. The tool enables the organisation to continuously improve its work culture and processes, by minimizing defects using (D.M.A.I.C) techniques (Define, Measure, Analyse, Improve and Control)

LANGUAGES:

- English
- Hindi
- Telugu
- Malayalam
- German: A1 (basic)

INTERESTS:

I am keen on learning new languages and cook when I find time. I post my culinary skills on my food page on social media and participate in social media engagements to attract more traffic to my food page . I listen to music. I like travelling to places with scenic beauty and great landscapes.

CONTACT:

Phone : +918897218893

Email : Levin13695@yahoo.in

PERSONAL DETAILS:

D.O.B: 13th July 1995

Marital Status: Single

Gender: Male

Nationality : Indian

Address: H.No. 12-5-16/3/A, Flat No. 103, Vijayapuri Colony,
S.V.Land Mark, South Lallaguda,
Secunderabad, Telangana, 500 017

DECLARATION:

I, Levin Frederic, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

(LEVIN FREDERIC)