RESUME

NAME : KRATAGAYA BHATNAGAR

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**EDUCATION QUALIFICATIONS :**

* M.B.A.(Human Resources (Major), Marketing (Minor) in year 2008 with 63% from Rajasthan Technical University,Udaipur,Rajasthan .
* M.A. in English Literature
* B.A. in English and hindi Literature
* H.S.C. from Kendriya Vidhyalaya No. 1 (CBSE)
* S.S.C from Kendriya Vidhyalaya No.2 (CBSE)

**INDUSTRIAL TRAINING AND WORK EXPERIENCE**

Done 8 Weeks training at HINDUSTAN ZINC LTD. ,UDAIPUR (ISO 9000 & 14000 certified) firm as management trainee.

**PROJECT**

**Absenteeism at operational level in HINDUSTAN ZINC LTD.**

**Description**

**INTRODUCTION :**

1. Historical milestones
2. Introduction of the sister concern
3. Process of the plant
4. Initiatives
5. Six-Sigma-The golden Rule
6. Manpower Productivity
7. HZL Way Forward
8. Quality of Life
9. Corporate social responsibility
10. Learning& Development

PROJECT PROFILE :

1. Absenteeism at Operational Level
2. Broad View on Absenteeism
3. Factors Affecting Absenteeism
4. Effects of absenteeism
5. HZL attendance chart
6. Practical case studies of the plant
7. Suggestions
8. Bibliography

RESEARCH METHODOLOGY

1. Questionnaire method
2. Data analysis in graph format
3. Pie-charts
4. Suggestions

FINDINGS &CONCLUSION

1. Suggestions
2. conclusion

* Prepared questionaire method is used for the enquiry of labour problems.
* Main cause of absenteeism were found and suggested better measures for reducing the labour turnover rate.
* Prepared 2 practical case studies after survey.
* To make a prominent format of absent form/leave application.
* To take the strict steps by the senior authority and alert in their actions.

**Computer skill**

* Knowledge of MS-office
* Knowledge of internet

**Personal achievements**

* Participated in collegiate seminars and management events.
* Certificate in organizing management activities .
* Member of the college cultural &literary committee and as an active participant in both the committees.