

Curriculum Vitae



Shilpashanu03@gmail.com

SHILPASHREE G.K

Contact Address:

Permanent Address:

“Sri Durga Nilaya”,
Mundappa Compound,
Bolor

Residence: Villa 44,
Near by Rashidhya Metro
Station, 49 C Street,
Dubai, UAE

Contact no: 0557400754 (UAE)
9611912864 (India)

Professional Objective:

Seeking environment that will serve as a platform to learn and enhance my skills where in my knowledge and experience can be shared and enriched. To work in a progressive work culture with the freedom to be creative, innovative and grow with the organization.

Computer Skills:

- MS Excel, MS Word, MS PowerPoint, MS Office 2003, 2007, 2010.
- Tally
- Able to access the use Internet thoroughly.

Skill Set Summary:

- Able to express ideas in a clear and concise manner verbally and in writing.
- Enjoy new challenges and willing to learn.
- Work well within groups and independently.
- Learn quickly and have a good memory for details.
- Follow directions and stick with tasks until they are Finished.

Education Qualification:

- Bachelor of Business Management : SDM College of business management Mangalore, 2016
- PUC : St Aloysius PU College Mangalore, 2012
- SSLC : Nalandha English Medium School Mangalore, 2010.

Hobbies:

Singing, Dancing, Reading Novels and Listening to Music.

Communication Details:

To speak, read and write (100% Fluency): English, Kannada and Hindi

To speak (100% Fluency) : English, Kannada, Hindi and Tulu

Professional Experience:

- **Mresults Pvt Ltd (03-02-2020 to 31-12-2020)** : Worked as a Information Researcher for UK based team where in information related to criminal cases need to be collected from various UK sources and to be profiled in Entity Management portal.
- **Marian projects Pvt Ltd (10-10-2018 to 31-10-2019)** : Worked as a E marketing executive for a construction based company, planning and monitoring the ongoing company presence on social media, strategies to increase company and brand awareness, attending EXPO's to meet clients and give info about the projects of the company, keeping up to date with trends in social media, overseeing the company's email marketing campaigns and whatsapp marketing campaigns, maintaining records and preparing reports for audit purpose.
- **Bhat Nursing Home (1 year 6 months)** : Worked as a Front desk receptionist & Admin Assistant for hospital, looking after overall hospital accounts with Tally, answering phone calls, maintaining files, greeting patients and clearing their queries, scheduling meetings and appointments of doctors, taking notes and minutes in meeting, ordering and taking stock of medicines and office supplies, handling claims to various insurance companies electronically or by paper for financial reimbursement using management software, data entry (staff payrolls, doctors payrolls, leave application of staff, insurance details, birth certificate submission to MCC through portal), preparing travel certificate for international travel, attending meetings held by health dept, MCC etc.

Personal Details:

Date of Birth : October03, 1995
Sex : Female
Nationality : Indian
Religion : Hindu
Marital Status : Married
Place of Birth : Mangaluru, Karnataka
Medium of schooling : English

Passport Details:

Passport No : T9420800
Date of Issue : 15.10.2019
Date of Expiry : 14.10.2029
Place of Issue : Bengaluru

Declaration:

I do hereby declare that the above information stated here are true, correct and complete to the best of my knowledge and belief.

Shilpashree G K