



CAREER OBJECTIVE

Building a career and utilizing my skills and abilities in the industry that offers professional growth while being creative, innovative and flexible.

EXPERIENCE SUMMARY

Exceptionally organized individual with excellent communication skills, having Five years of experience in multiple domains includes Admin Coordinator, Accountant and Lecturer.

**Admin Coordinator cum Accountant-
Kidzee Sompura, Bangalore**

October 2018–March 2020

Key responsibilities and duties include:

- Proving a detailed information regarding the classes and curriculum.
- Enrolling of new admissions.
- Timely checking of the accounts and settlements.
- Cash Management.
- Preparation of year end accounts and book keeping for auditing and other periodic inspections.
- Work with external auditors during review.
- Organizing various school events.



- **Discovery Gardens
Jebel Ali, Dubai, UAE**
- **Mob: +971 585837842**
- **Krithi.sree89@gmail.com**

EDUCATION

- Currently pursuing Ph D in Finance from Bharathiyar University, India.
- MBA in Finance & Marketing from Nehru College of Management – Coimbatore in 2012 (College Topper, CGPA 7.7).
- BBM in Finance & HR from St. Agnes College – Mangalore in 2010 (CGPA 7.5).

Asst Professor - College of commerce, Kannur

June 2012–June 2015

Key responsibilities and duties include:

- Ensuring timely finishing of classes, assignments and internal test papers.
- Arranging Industrial Visits and providing motivational classes from professionals at regular intervals
- Visiting other colleges as an external examiner for conducting project viva.
- Conducting one to one session with students to collect feedback about the program, lectures and about the institute for further enhancements.

EXTRA CURRICULAR ACTIVITIES

- Won the “Best Paper Award” for the Second Annual World Conference on International Business and Computer Applications Organized by Michigan University, USA.
- Master of Ceremony of the GENESIS 2009 & 2010, A National Level Management Meet conducted by Nehru College of Management.
- Treasurer of the Student Development Council and Secretary of Finance club which are the two-active body at NCM.
- Won Participation Certificate for the 14th National Students Management Games (NSMG- 2010) Conducted at Coimbatore.
- Won Participation Certificate for E 360, National Level E-Leaders Conclave organized by PSG Tech Entrepreneurs Club in association with National Entrepreneurship Network & Young Indians.

TECHNICAL SKILLS

- Tally
- Advanced Financial Accounting
- Microsoft Office

PERSONAL INFORMATION

Date of Birth : 08-08-1989
Gender : Female
Marital Status : Married
Visa Status : Family Visa

LANGUAGES KNOWN:

English, Malayalam, Hindi, Tamil and Kannada.

REFERENCES:

- Dr. S Franklin John
Professor-, VJIM, Hyderabad
Mob: +91-9894622327
- Mrs Naina Kamath
Principal and Head of Kidzee
Sompura
Mob: +91-8861624705