AKSHITHA N

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.com

**Passport No.** : V1766242 **Expiry Date** : 30/08/2031

**ABOUT ME**

To work in an organization that allows me to utilize my capabilities to the fullest and change me to bring out my best and to contribute the best of my ability towards the growth and the development of an organization

**SKILLS & PROFICIENCIES**

* Strong Communication and Interpersonal skills.
* Quick Learner.
* Team Player.
* Hard working.
* Motivated and dedicated.
* Problem solving abilities.

# COMPUTER KNOWLEDGE

* Basic Computer skills.
* ERP 9 – Tally and Oracle.
* MS Excel.
* MS Word.
* MS PowerPoint.
* MS Office

# PROJECTS

## A study on Workers Participation in Management at Cerabra Yuken.

* A study on Impact of Labour Welfare Measures on Employee Motivation.

**EXECUTIVE SUMMARY**

ADMINISTRATOR in Novel Office, Bangalore – Karnataka.

June 22 2020 to June 26 2021.

* Preparing, organizing and storing information in paper and digital form
* Dealing with queries on the phone and by email
* Greeting visitors at reception
* Managing diaries, scheduling meetings and booking rooms
* Arranging travel and accommodation
* Arranging post and deliveries
* Taking minutes at meetings
* Preparing letters and reports
* Updating computer records using a database
* Ordering office supplies
* Liaising with suppliers and contractors
* Liaising with staff in other departments, e.g. finance, HR.

# EDUCATIONAL BACKGROUND

**Master of Business Administration (M.B.A) in Human Resources and Finance:**

East Point College of Higher Education, Bangalore. Bangalore North University

2020 Passed out year with 66% Aggregate.

**Bachelors of Commerce (B.Com) :**

Vikram College of Science, Commerce and Management Studies, Chintamani.

Bangalore University.

2018 Passed out year with 73% Aggregate.

**Pre-University (PUC)**

Vikram PU College, Chintamani.

Pre-University Board.

2015 Passed out with 62% Aggregate.

**Secondary School Leaving Certificate (S.S.L.C)**

GOVT. High School, Kyalanur - Karnataka

Karnataka Education Board (K.E.B)

# 2013 Passed out year with 66% Aggregate

# DECLARATION

I do here by declare that the particular of information and Facts started here in above are true, correct and complete the best of my Knowledge and Belief.

# PLACE:

**DATE: AKSHITA N**