



# KEERTHANA.K

## MASTER OF BUSINESS ADMINISTRATION(HR & Finance)

### My Contact

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📍 4/161 G20 Annai Therasa Nager,  
Kodaikanal- 624 101

### Hard Skill

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- HDCA(Honours Diploma in computer applications)
- MS office
- Tally\_ERP 9
- R - Programing
- English Typing Lower

### Soft Skill

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- Time management
- Decision making
- Communication
- Leadership

### Education Background

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- The Gandhigram Rural Institute Deemed to be University.  
Master Of Business Administration  
Completed in 2023
- Karpagam Academy in Higher education Deemed to be University  
Business Administration  
Completed in 2021
- St.Johns Girls Hr Sec School. Kodaikanal  
HSC - Completed in 2018

St.Xaviers girls Hr Sec School. Kodaikanal  
SSLC- Completed in 2016

### About Me

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"To add Value to the Organisation with the help of my adaptability and Grasping power to Enhance my professional skill set Accordance with your organisational objectives".

### PROJECT

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Employee's Perception on Supply chain management in Amazon.  
Completed on my PG

Customer Relationship Management In Airtel. Completed on my UG

### INTERNSHIP

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Production process on KANDHAN KNITSS Garments Pvt . Tiruppur.

### Achievements

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Capital Marketing Training Program.-  
Annamalai Capital Services Pvt Ltd.

Trade Expo - 2020  
Karpagam Academy of Higher education.

Foundations of Digital marketing & E - Commerce ( Coursera)

Python Course BTree system Training Program

### DECLARATION

I hereby declare that the information provided are true to the best of my knowledge