



MBA-HUMAN RESOURCE

KARTHIC K

ABOUT

To give out my best for the employed organization and seeking a position as MBA professional where my knowledge and experience will allow to grow along with the organisation and also to accomplish its goal.

SKILLS

- Effective Communication
- Team Collaborations
- Employee Relation
- Decision Making
- Software: MS Office

LANGUAGE

English	_____	Fluent
Tamil	_____	Native
Malayalam	_____	Speak

CONTACTS

✉ Karthikraju12391@gmail.com

☎ +919514763749

📍 731/6 Itary street ,
Sugunapuram, Coimbatore

WORK EXPERIENCE

DEO (DATA ENTRY OPERATOR) 2020-2021
Flipkart , Coimbatore

- Entering customer and account data from source documents within time limits
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output
- Insert customer and account data by inputting text based and numerical information from source documents within time limits

WORKSHOPS

- Actively participated 3days in out bond training-Module-1 "Leadership skills" in sky high academy- Anaikatti as on October 12-14 2022
- Attendance a workshop on SPSS organized by MBA department as on 22/09/22.
- Attended a one day workshop on table etiquettes organized by MBA & Catering department as on 02/09/2022

PROJE & INTERNSHIP

- PG project - EFFECTIVENESS OF EMPLOYEE PRODUCTIVITY ON OUTBREAK OF COVID-19
- UG project - IMPORT & EXPORT TRANSPORTATION
- 1Month Internship in chitra textile Pvt.Ltd

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EDUCATION

- 2023 - Master of Business Administration (Specialized in Human Resource & Finance) from VLB Jannakiammal College of Arts & Science, Bharathiyar University.
- 2020 - Bachelor of Business Administration with Computer Application from VLB Jannakiammal College of Arts & Science, Bharathiyar University with 6.5(CGPA).
- 2017- HSC from R.K. Sreerangammal Kalvi Nilayam with 7.9(CGPA).
- 2015 - SSLC from Government High School with 8.6 (CGPA).

EXTRACURRICULAR ACTIVITIES

- Acted as Sports Secretary and conducted various Sports Event at VLB Jannakiammal College of Arts & Science during the academic year (2017 – 2020).
- Representing various clubs for Cricket tournaments in Coimbatore.
- Represented College Team for Cricket Tournaments at Bharathiyar University – (2020).

ACHIEVEMENTS

- Played for U19 Coimbatore District Team
- Second runner up in Inter-College Dance competition
- Participated in Kings of Dance audition
- Winners in bharathiyar university cricket tournament
- Represented in University level

DECLARATION

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibilities for the correction of the above mentioned particulars