

RESUME

B. Kiruthika,
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Career Objective

Being a committed team player, want to be a part of a renowned organization, to contribute towards the growth of the Organization, based on my expertise and to further my personal capabilities by learning from the new exposure within the structured framework of the organization.

Academic Performance

Course	Institution	Board/ University	Year of Completion	Marks %
MBA	Bharathiyar university, Coimbatore	Bharathiar University	2011	71.5%
B.Sc. (Information Technology)	PSG College of Technology, Coimbatore	Anna University	2009	80%
XII	Mani Higher Secondary School, Coimbatore	State board	2006	82.25%
X	Mani Higher Secondary School, Coimbatore	State board	2004	89.2%

Co-Curricular Activities

- 1 Participated in “non-formal and continuing Education” center and obtained “A” Grade.
- 2 Participated in Workshop on “Soft Skills for Success in the profession”.
- 3 Attended “Entrepreneurship awareness camp” conducted by NSTEDB.
- 4 Attended a seminar on “Event Management: Emerging Managerial domains”.

Academic project

- 1 **Project title:** A study on attitude and behavior of day traders about the current scenario of the Indian stock market.
- 2 **Project description:** The study is done to study the self-monitoring characteristics of various categories of investors and their attitude towards the current market.
- 3 **Project duration:** 45 days

Manual Tester Intern - Green tick

- Attended Training program for Tester role at **Green Tick** from October 2023 – November 2023.

1)BAE (Mobile Application) Project – Manual Tester as Intern:

- Experienced in verifying, evaluating and testing client-based Software.
- Participated in Review Meetings
- Documented Business Requirement document for the client project
- Documented Test Summary sheet by analyzing the Software.
- Documented Test cases for the Summary sheet and collecting the Test Data.
- Verifying the written Test cases and executed in Real time environment – **Green Tick Application**
- To identify the bugs for the Test cases and review it for further fixing on the Software.
- Preparing reports for the Test data and Worked as Team.

2) Intern in Green Tick Report Project (December 12th, 2023 – January 05, 2024)

- Analyzing and understanding the Software requirements of the Project.
- Documented Business requirement document for the Software.
- Documented Summary sheet for the Application with necessary Test cases.
- Documented Test cases for the written Summary sheet involved with all scenarios.
- Communicated with Team and Participated in Meetings for review for all the documents.
- Executed the created Test cases on real time environment – **Green Tick Platform** for Report feature.
- To identify the bugs for the Test cases and reporting the same.

Work Experience

1) Worked as Sales Coordinator in Aeon Think world from 21.02.12 to 10.06.13

Roles and Responsibilities:

- 1 Assisting and supporting the business development executive for the development and implementation of the marketing strategy.
- 2 Generating leads through promotional activities for the long-term business achievement of the company.
- 3 Assigned in selling the products to the customers and dealers in the market.
- 4 To prepare daily marketing activity reports and metrics for measuring program success.
- 5 To communicate with the service team for all kinds of queries and issues and brand maintenance.
- 6 To provide market research, forecasts, competitive analyses, campaign results, and consumer trends.

2) Worked as Consultant at YAXIS - International Recruitment & Immigration Services from 15.07.2019 to 07.02.2020

Roles and Responsibilities:

- 1 Provide necessary information to clients on all immigration rules pertaining to the country of visit or employment as necessary.
- 2 Advise clients on the best way to obtain work permits and other visa approvals by providing the correct process well in advance.
- 3 Intimate all the legal issues that surround the immigration regulations without fail and provide assistance in legal procedures to be fulfilled by the clients.
- 4 Keeping up to date with alterations to immigration laws.

- 5 Maintained database for monthly reports.
- 6 To communicate with direct and phone call clients and able to guide and advise them for their visa process.
- 7 Process consultants are assigned to clients once they sign up. Able to communicate and guide with them until the visa arrives.
- 8 Experienced in Salesforce application.

Personal profile

Name : B.Kiruthika
Father's Name : S.Boominathan
Husband's Name : K.Raja
Date of Birth : 23.11.1988
Gender : Female
Nationality : Indian
Marital status : Married
Hobbies : Travelling, Listening to music.
Languages Knows : English, Tamil

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

PLACE: Karaikudi

SIGNATURE

DATE : 05.01.2024

(Kiruthika. B)

