

CURRICULUM VITAE

BHARGAVI HASSAN SREEKANTA

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EDUCATIONAL QUALIFICATION:

Diploma in Computer Science from Dayanandsagar Institute of Technology
from Board of Technical Education, Government of Karnataka, India.

Major subjects studied in Diploma:

C, C++, java, Computer networks and Software engineering

WORK EXPERIENCE:

- 1. Name** : **Deccan International School, Bengaluru**
Designation : Teacher & Coordinator
Period : **May 2013 to April 2018**

Job Profile:

- ✓ Creating lesson plans and notes of lessons for the curriculum.
- ✓ Setting up the question papers and Evaluation.
- ✓ Sports coordination and Annual day coordination.
- ✓ Creating weekly and monthly reports for the department.
- ✓ Smart class video and PPT preparations.
- ✓ Story telling classes, games and group bonding activities for students.
- ✓ Maintaining students' records and results.
- ✓ Actively participating in International school Awards projects.

- 2. Name** : **Keane International India Pvt. Ltd.**
Designation : Training and Development coordinator
Period : **May 2007 to Feb 2010**

Job Profile:

- ✓ Tracking emails for Training helpdesk, Attending helpdesk calls.
- ✓ Managing the training rooms, the schedules and auditing.
- ✓ Consolidating Monthly status report (Role based & Capability Building)
- ✓ Induction Status Report and consolidating all other reports all the locations in India
- ✓ Preparation of Monthly training calendar, consolidating (Role based & Capability Building)
- ✓ Training invitations for Role based & project specific trainings
- ✓ Preparing & consolidation of Project management organization reports

- ✓ Raising the software service request in infra tool trainings
- ✓ Uploading the trainings into the CGET tool
- ✓ Converting the PPT's to Computer based training using Articulate tool
- ✓ Managing training attendance details in SAP
- ✓ Generating feedback analysis and releasing to the trainers
- ✓ Attending Project Kick Offs & Closures meetings for training requirements
- ✓ VSS – Visual source safe usage (File server) to maintain the records
- ✓ Preparing the Fresher Induction schedule for Generic Modules & the streams
- ✓ Usage of Evolve tool – Evolve is tool for eLearning which helps in accessing the CBT, Knowledge portals of different competency building program within the organization.
- ✓ Evolve administrator – Create users and Providing access to users
- ✓ Handling project management organization certifications (Basic, Standard, Proficient and Advanced)

Technologies Handled:

ERP – SAP HR module

3. Name : **Aevus Technologies**
Designation : Training and Development coordinator
Period : **Nov 2006 to May 2007**

Job Profile:

- ✓ Maintaining the Database of clients.
- ✓ Maintenance of Inventory.
- ✓ Successfully arranging for the training programs.
- ✓ Interacting with clients for the training requirements.
- ✓ Regular follow up to the training requirements with clients.
- ✓ Regular updates to the clients regarding open house trainings.
- ✓ Sending Estimations to the clients.
- ✓ Collection of payment and raising invoices.
- ✓ Documentation & Filing of Day-Day records as well as monthly reports etc.

Project work in Diploma final year:

3rd Year project work.

- **Title -** **Video Library Management**
- **Technologies & Tools** – Visual Basics as Front End and Oracle as Back End
- **Team Size** – 3

Project Description:

The project titled “**Video library management system**” deals with the management of a video library; Videos CDs are issued to customers who are the members of the library. This project also takes care of the stock and the CD collection. The project facilitates flexible reports related to the library.

Responsibilities:

- 1) Understanding the requirement.
- 2) Review & generation of the test cases, requirement specification and functional analysis document.
- 3) Verify the actuals against the results.
- 4) Reporting and prioritizing the software bugs.

KEY SKILLS:

- ✓ Ability to analyze, assess and take actions to achieve the organizational goals.
- ✓ Ability to carry out interpersonal and decision-making roles in an organization.
- ✓ Able to co-ordinate and monitor operational controls and set objectives.

PERSONAL PROFILE:

Name : Bhargavi H S
Marital status : Married
Husband's Name : Parikshit Anand
Gender : Female
Date of Birth : 12th Feb 1984.

DECLARATION

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

(BHARGAVI H.S.)