

KRUTHIKA S K

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CAREER OBJECTIVE

Motivated MBA graduate seeking an opportunity to apply business knowledge, analytical skills, and leadership qualities to contribute to organizational success and grow as a professional. I am actively seeking opportunities to align my passion with purpose. My goal is to join a forward-thinking organization that not only enhances my skills but also fuels my intellectual curiosity. I am open to exploring diverse avenues. Let's embark on this journey together, where every challenge becomes a stepping stone toward realizing my full potential

EDUCATION

Master of Business Administration (MBA)

Mount Carmel College, Bengaluru 2024 – Present

Percentage: Semester I – 75.11%

Bachelor of Commerce (B.Com)

BMS College for Women, Bengaluru 2021 – 2024

CGPA: Year I – 9.02 | Year II – 8.83 | Year III – 8.92

Pre-University Course (Commerce)

BMS PU College for Women, Bengaluru 2020 – 2021

Percentage: 82.83%

Karnataka Secondary Education Examination Board 2018 – 2019

Percentage: 82.72%

INTERNSHIP EXPERIENCE

Accounts & Admin Intern

Systax Consultancy Services Pvt. Ltd., Bengaluru | March 2024 – April 2024

- Managed client records and invoices using Tally.ERP9.
 - Assisted in GST filing and learned compliance protocols.
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CERTIFICATIONS & COURSES

- Human Resource Concepts – Introduction to core HR functions like recruitment, onboarding, and employee relations.
 - Workspace Skills Training – Dell Technologies – Soft skills, communication, and remote collaboration tools.
 - Generative AI in HR, Recruiting and Talent Acquisition - LinkedIn Learning
 - Strategic Human Resources - LinkedIn Learning
 - Microsoft Power BI- Udemy
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TECHNICAL SKILLS

MS Office: MS Word, PowerPoint; Excel

Accounting Software: Tally.ERP9

SOFT SKILLS

Active listener

Quick learning and Adaptability

LANGUAGES

- English
- Kannada