

AMRITHA K

Ph: 6361331211 | amrithakvarier@gmail.com | Location - Bengaluru, India

PROFESSIONAL SUMMARY

Motivated individual seeking an entry-level finance position to build foundational skills and knowledge in financial analysis, planning, and decision-making, with a strong desire to learn and grow within the organization.

EDUCATION

Mount Carmel College, Bengaluru

Bachelors in Commerce, Business Process Services

2023-2026

- Relevant Course work: Financial Accounting, Business Operations, and Communication Strategies.
- Cumulative GPA - 7.05 / 10

CMR National PU College, Bengaluru

Course - EABC • Percentage - 90.83

2021-2023

Maruthi Vidyalaya, Bengaluru

10th Graduate - ICSE

March 2021

- Percentage - 76.50

INTERNSHIPS

1) GEMS B School, Bengaluru, Karnataka

Intern – Student Relations

June 2024 – October 2024

- Acted as the primary point of contact for student queries, ensuring timely resolution and excellent service delivery.
- Provided administrative support by managing and organizing student records, schedules and documentation.
- Collaborated with teams to plan and execute student engagement programs and initiatives, enhancing overall satisfaction.
- Assisted in streamlining communication channels between students and the administration for smoother operations.

2) Fortune One Buildco Pvt. Ltd., Bengaluru, Karnataka

Pre-Sales Executive Intern

January 2025 – March 2025

- Identify business opportunities by identifying prospects and evaluating their position in the industry by establishing contact and developing relationships with prospects.
- Maintain relationships with clients by providing support, information, and guidance.

CERTIFICATIONS

Microsoft Office Specialist:

Expertise in Word, Excel, and PowerPoint for professional documentation and analysis.

SKILLS

- **Technical Skills:** Proficient in Microsoft Office Suite, data entry, and documentation.
- **Soft Skills:** Strong verbal and written communication, teamwork, adaptability, and attention to detail.
- **Administrative Skills:** Record management, task prioritization, and process improvement.
- **Problem-Solving Abilities:** Completed training focussed on critical thinking, root-cause analysis, and innovative solution design.

INTERESTS

- Passionate about creative writing, and exploring innovative business solutions.
- Interested in learning new technologies and tools to enhance productivity.

LANGUAGES

- | | | | |
|-----------|---------|-------------|-------|
| • English | ■ ■ ■ ■ | • Malayalam | ■ ■ ■ |
| • Hindi | ■ ■ ■ ■ | • Kannada | ■ ■ ■ |