

# Keerthana S

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Hebbal- Bengaluru- 560024

## SUMMARY

Goal-driven and enthusiastic individual with a passion for continuous learning and growth. Seeking an entry-level opportunity where I can contribute meaningfully, apply my academic knowledge, and develop new professional skills. Proficient in MS Excel and MS Word, with hands-on exposure to financial processes during internship at KSFC. Eager to take on new challenges in a dynamic business environment.

## KEY COMPETENCIES

|                     |                                |                            |
|---------------------|--------------------------------|----------------------------|
| Attention to detail | Time Management                | Strong presentation skills |
| Microsoft Excel     | Excellent communication skills |                            |
| Adaptability        | Leadership                     |                            |

## EDUCATION

|   |           |
|---|-----------|
| • Mount Carmel College                          |           |
| » Master of Business Administration - MBA - 70% | Pursuing  |
| • Sindhi Instituion of Management               |           |
| » Bachelors of Commerce - B.com - 8.21          | 2020-2023 |
| • Sindhi Pre-University College                 |           |
| » MSBA - 48%                                    | 2018-2020 |
| • St. John's School                             |           |
| » SSLC - 65.44%                                 | 2018      |

## Experience

|   |         |
|---|---------|
| Karnataka State Financial Corporation (KSFC) – Finance Intern   | 1 Month |
| • Supported the finance department in preparing reports and maintaining accurate financial records.                   |         |
| • Enhanced practical understanding of financial management, corporate lending, and public sector banking operations.  |         |
| • Gained practical exposure to public sector financial operations, corporate lending, and customer service practices. |         |

## EXTRACURRICULAR ACTIVITIES

- Cultural Secretary at Student Governing Council: Organizing engaging cultural events and promoting diversity within the student community