



NAMRATHA M.S

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CAREER OBJECTIVE

I'm Namratha M S, currently pursuing a Bachelor of Commerce in Mount Carmel College. I consider myself responsible and I am looking forward to my first work experience in a reputed organisation. To secure a challenging position in the field of Commerce where I can upgrade my skills and knowledge and provides opportunities to growth and development.

EDUCATION

Mount Carmel College Bachelor's of Commerce Marks: 64% (upto 4th semester)	2023- 2026
Mahila Samaja Pu College EBAS Marks: 93%	2021 - 2023
Suvarna Central School Marks: 96%	2020 - 2021

WORK EXPERIENCE

Instructor (Computer & Typewriting)

Srinivasa Institute of Commerce and Computer | Kolar | Nov 2024 – Jan 2025

- Trained 70+ students in Tally, MS Office (Word, Excel, PowerPoint), and Typewriting.
- Conducted interactive sessions and assisted students with practical exercises.

TECHNICAL SKILLS

- Proficient in Microsoft Office suite(word, Excel, Power point).
- Speed typing (English & Kannada).
- Slide presentation.
- Proficient in the graphic designer suite(Adobe, photoshop, InDesign, CorelDraw).
- Basic knowledge in Tally.

COURSE CERTIFICATION

- Office Automation (Basics and Tally).
- English Typewriting (junior and senior).
- Kannada Typewriting (junior and senior).
- Graphic Designer Course.

ADDITIONAL INFORMATION

- **Skills:** Excellent communication skills, Quick learner, Self motivated and goal oriented.
- **Languages:** English, Kannada, Telugu, Tamil
- **Hobbies:** Dance, Modelling, Sports
- **Awards/Activities:** Received the "Best Model and Dancer " Award for outstanding performance, ISIRI Fest at St Joseph's University.