

AMRUTHA M

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EDUCATION

Degree/Certificate	Institute	Grade/Percentage	Year
B. Com	Nehru Memorial College Sullia	6.7	2024
PU	Sharada Women's PU College Sullia	59.83	2021
SSLC	Sharada Women's High School Sullia	65	2019

WORK EXPERIENCE

Associate Sales Executive

Jan 2025 – Aug 2025

Bhima Jewellers Private Limited, HBR Layout, Bengaluru

As an Associate Sales Executive, I engaged with customers to understand their preferences, presented jewellery collections, and delivered a personalized buying experience. I supported the sales team in achieving daily and monthly targets through client acquisition, relationship building, and accurate sales record management. Additionally, I coordinated with internal teams to ensure seamless service delivery and customer satisfaction. This role strengthened my communication, persuasion, and customer-handling skills while providing valuable experience in sales strategy and execution within a competitive retail environment.

INTERNSHIP EXPERIENCE

Bellare Primary Agricultural Credit Co-operative Society Ltd, Bellare

Feb 2024 - Mar 2024

- Successfully completed a 30-day internship focusing on **Corporate Social Responsibility (CSR)**.
- Conducted a project titled "**Corporate Social Responsibility in PACS Ltd Bellare**" as part of the B. Com curriculum.
- Engaged in the practical implementation of CSR initiatives within the co-operative society.
- Collaborated with team members to understand CSR regulations and their impact on the community.
- Prepared and submitted a comprehensive project report that was accepted by the institution.
- Gained valuable insights into CSR practices within an agricultural credit cooperative setting.

Employability Skill Programme, Mahindra Pride Classroom

Sep 2023

- Completed a 5-day Employability Skill Programme by Mahindra Pride Classroom and Naandi Foundation.
- Enhanced communication, problem-solving, teamwork, and professional etiquette skills.
- Gained practical insights into workplace expectations through hands-on training.
- Attended at Nehru Memorial College, Sullia, as part of career development for B. Com students.
- Certified in Fundamentals of English Grammar, enhancing proficiency in written and spoken English.

ACADEMIC ACCOMPLISHMENTS

- Active participant in cultural events** and intra-college fests, showcasing creativity and teamwork.
- Organizing Committee Member** for school fests, contributing to event management and coordination.
- Led various sports programs** during school, demonstrating leadership and organizational skills.
- Represented school and college** in multiple inter-school and inter-college competitions, excelling in academic and extracurricular activities.

PERSONAL INFORMATION

- Date of Birth : 06/05/2003
- Gender : Female
- Nationality : Indian
- Religion : Hindu
- Languages known : English, Kannada, Tamil, and Malayalam.

SKILLS

- Proficient in **Microsoft Word**, **PowerPoint** and **Excel** for document creation, presentations, and data analysis.
- Skilled in **Word** for formatting reports, writing documents, and creating templates.
- Expertise in **PowerPoint** for designing engaging presentations and visual storytelling.
- Strong command of **Excel** for data organization, formula usage and basic financial analysis.

TECHNICAL SKILLS

- Experienced in Tally ERP 9 for day-to-day accounting operations, including invoicing, budgeting, and GST compliance.
- Proficient in Tally for managing accounts, financial statements, inventory tracking, and payroll.