



CURRICULUM VITAE

KAVYA B.R

✉ W/oRaghuveer, # 12,Gattigere Extension

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Bangalore -560098, Karnataka– 573116, India.

OBJECTIVE

To seek a responsible and challenging position in the Organization where I can contribute my Knowledge and skills to the growth of organization

COMPUTER SKILLS

- BASIC , MS word, MS-Excel, Power point,
- Tally,
- Typing Junior

WORK EXPERIENCE – (2017 to 2020)

Organization:Aeronautical Development Agency(ADA), Bangalore.

Period : 1stFebruary 2017 to 3rd Jan 2020 Two year 11 Months

Role : Documentation Assistant to “Sc ‘H’”

Work profile:

- Information updating on MIS-Management Information System
(All Admin office related works).
- Making Presentations.
- Calendar Management.
- Making Data sheet on Excel.
- Dispatch & Distribution of letters within Organization and External Organizations.
- Preparation of documents, letters, Minutes of Meetings, Records of Discussion.
- Outlook -Sending Mails, responding for mails.
- Program Management Group documentation assistance.

- Filing of documents.
- Logistics for High Level Department Meetings.
- Drafting of letters.
- Attending to Phone calls.
- Portal Entries through the MIS.
- Maintaining confidentiality (Secret).
- Asset Management.
- Event Management.
- Logistics for High Level Department Meetings
- Good Co-ordination with all other employees.
- Travel Management (through BalmerLawrie& Co Ltd.)
- DRDO Guest house booking
- Handling correspondence directed to managers.
- Taking dictation and minutes and writing them up subsequently

WORK EXPERIENCE – (2020 to 2020)

Organization : Evolute systems private limited.

Period : 6th Jan 2020 to 14th Sep 2020(8 Months)

Role :Executive Assistant to “VP”

Work profile:

- All the information updating in HRMS
- Taking care of the calendar schedule & fixing appointments.
- Preparing Presentation.
- Documenting all the Correspondence .
- Maintaining confidentiality
- Drafting letters and Preparing Minutes and taking Dictations

- Arranging Meetings
- Travel arrangement and accommodation booking.
- Arranging meetings, video conference, Seminars.

WORK EXPERIENCE – (2020 to till date)

Organization:Aeronautical Development Agency(ADA), Bangalore.

Period : 16th September to till date

Role : Executive Assistant to “Sc ‘H’ “

Work profile:

- Information updating on MIS-Management Information System
(All Admin office related works).
- Taking care of the calendar schedule and Managing Appointments
- Arrange Seminars, Meetings and video conference.
- Preparing Presentations using Excel Chart and Power point.
- Dispatch & Distribution of letters within Organization and External Organizations.
- Preparation of documents, letters, Minutes of Meetings, Records of Discussion.
- Outlook -Sending Mails,responding for mails.
- Program Management Group documentation assistant.
- Attending to Phone calls as Directed to the Scientist.
- Portal Entries through the MIS.
- Maintaining confidentiality (Secret).
- Asset Management.
- Event Management.
- Good Co-ordination with all other employees.
- Travel Management (through BalmerLawrie& Co Ltd.) and DRDO Guest house Booking
- Taking dictation and minutes and writing them up subsequently
- Maintaining the current filing and database system.
- Following up for closure of various issues, reminding regarding pending tasks will in advance.

- Pending Bills Clearance and follow up.

ACADEMIC QUALIFICATION

DEGREE: P.E.S College of Science, Arts and Commerce college, Mandya
Aggregate of **55.12%**.

HOBBIES & INTERESTS

- Watching T.V & Playing Games.
- Listening Music.
- Cooking.

PERSONAL DETAILS

Father's Name : Raju
Date of Birth : 20th August 1995
Gender : Female
Marital Status : Married
Nationality : Indian
Languages known :Kannada and English.

DECLARATION:

I hereby declare that all the information furnished above is true and correct to the best of my knowledge.

Date:

(KAVYA B.R.)

Place: Bangalore