



KarthikManjunathKamath

Contact: 9930402015 / 8779441434 ~ E-Mail: karthik.kamath999@gmail.com

Goal-oriented professional targeting challenging opportunities in Human Resource Operations / Administration with a leading organization of repute

Profile Summary

A competent professional with over 8years of experience in:

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|---------------------------------|-------------------------|--------------------|
| ~ General Administration | ~ Data Entry Operations | ~ Customer Support |
| ~ MIS Reporting & Documentation | ~ Database Management | ~ Team Management |

- Experience in updating data to maintain departmental records and databases
- Deft in handling the entire gamut of data entry entailing acquiring the accurate information from clients, checking the discrepancies, etc.
- Versatile in adopting new measures and understanding the changed circumstances for fast adaptability for implementation in the institution for its benefit
- An effective leader with excellent communication, analytical, team & relationship management skills

Core Competencies

General Administration

- Ensuring smooth operations at all times and maintaining proper decorum & discipline by implementing & modifying the policies & procedures
- Directing the office correspondence, mail management, fixed assets management and control
- Monitoring administration activities including office facilities, transport facilities, security services and telephones
- Monitoring/coordinating activities as appropriate & preparing internal reports for management

Documentation

- Gathering / updating data to maintain departmental records and databases
- Establishing and maintaining files and records for the office
- Monitoring/coordinating activities as appropriate & preparing internal reports for management
- Preparing written documentation and correspondence for the office and evaluating incoming and outgoing correspondence and preparing responses as appropriate

Data-entry Operations

- Entering and verifying variety of data in appropriate formats
- Tracking and monitoring quality of data entry from all sources
- Resolving problems regarding the data

Organizational Experience

Since Feb'16 with BQ Padmavathy Finance Academy Private Limited, Mumbai as Ast.Admin Manager

Key Result Areas:

- Entrusted with the responsibility of:
 - Managing office admin activities and liaising with team to deliver on office logistics.
 - Managing HR platform greytHR for leave tracking and payroll rollout in liaison with external stakeholders.
 - Managing IT admin processes for the organization.
 - Managing the backend processes for Freshsales.

Since Jun'13-Jul'15 with Solas Marine Services, Saudi Arabia as Data Operator

Key Result Areas:

- Entrusted with the responsibility of:
 - Managing the input and maintenance of data within the company database
 - Ensuring the accuracy and relevancy of all data entered into databases
 - Maintaining all necessary data entry documentation, records, schedules, and statistics
 - Performing timely, accurate data entry of charges, time sheets and other information requiring manual input into data processing system
 - Handling general data entry using SAP, Microsoft Excel and Word

Dec'10-Jun'13 with Kotak Mahindra Bank Limited, Mumbai as Assistant Manager

Key Result Areas:

- Worked on Branch Clerical system and handled the cash transaction on daily basis
- Processing customer deposits, withdrawals, and payments.
- Adhering to all bank security, audit, and compliance requirements.
- Following bank procedures when performing transactions.
- Managed branch operations and day to day activities like handling of vault operations.
- Documentation for all account opening and all customer instructions
- Looked after the scrutiny of delivery instruction slip; guided the team with keeping the records on daily basis as well as with checking the AOF forms accordingly & send it to proper channel
- Assisted the customer with their respective accounts balances
- Maintained stock register of depository stock
- Handling customer queries face to face, over the phone or via correspondence.

Nov'07-Nov'10 with Reliance Info Streams Pvt. Ltd., Mumbai as Operations Support Executive

Key Result Areas:

- Served as the Customer Service Executive in Broadband Team
- Proven track record of assuring that customers are 100% satisfied with service
- Assisted hundreds of customers with their Queries
- Maintained updates about all the process & product related changes
- Suggested innovative and practical ideas for process improvement

Aug'06-Oct'07 with ICICI Lombard General Insurance Company Limited, Mumbai as Executive Trainee

Key Result Areas:

- Spearheaded day to day HR & Admin activities like induction, joining & exit formalities using HRIS System
- Liaised with Corporate HR for completing induction, joining & exit formalities
- Maintained Employee database, Employee Personal files and assisted HR Manager with management reporting (MIS)

Academic Details

- B.Com. from Mumbai University, Mumbai in 2006
- 12th from Mumbai University, Mumbai in 2002 with first division
- 10th from Mumbai University, Mumbai in 2000 with second division

Others:

- Hardware & Networking Course from St. Angelo's with A Grade
- C & C++ Course from St. Angelo's with B Grade

Personal Details

Date of Birth: 5th October 1984
Address: C/304 Shireen Park CHS, Opp. Empress Mall, Moti Nagar, Sagaon, Dombivali (East) – 421201
Languages Known: English, Hindi, Kannada and Marathi