

# RESUME

## SINDHU V G

Contact :- +9109620861396

Email ID :- sindhuv921@gmail.com

---

### **Objective:**

In am seeking a challenging position in an organization that is rapidly expanding and offers good advancement potential, which would exploit my full potential and talent and give me an opportunity for personal growth Professional achievement and serve the Organization.

### **Qualifications:**

#### **Diploma in Commercial Practice (KANNADA) (2018-2021)**

- Institute : GOVT Polytechnic For Women`s CLG Vidhyanagar, Hubli .
- University/Board : Board of Technical Education Karnataka
- Branch : Commercial Practice (KANNADA)
- Percentage : 60.26%
- Year of Passing : 2021

#### **Matriculation/10th/Higher Secondary**

- School/Institute : GOVT High School RN Shetty stadium Dharwad
- University/Board : Karnataka Secondary Education Examination Board.
- Percentage : 80.32%
- Year of Passing : 2018

### **Computer Skills:**

- MS office (Word ,excel, Power Point)
- SAP (ERP module)
- Kannada, English and Hindi typing in Microsoft word.

### **Experience:**

Currently working in “Bharat Electronics Limited (BEL)”Government of India, Ministry of Defense. Jalahalli, Bangalore-560013.

- Department : Missile System, SBU
- Section : MS & IED
- Project : Akash Missile system/ Akash weapon system.
- Designation : TAPP Trainee (Diploma Trainee)

**Roles & Responsibilities (Job Profile)**

- Maintaining office Correspondence
- Scheduling Video Conference and Organizing Meetings
- Making Accommodation & Transportation arrangements for Customers and Officers.
- MS Office Work: Preparing PPT Presentations, Making Internal Correspondence
- SAP work: Creating Movement orders, TA/DA Advance & Claim, Creating Domestic/Foreign Visitors Gate Pass, Creating store Requisition for Office Stationery, Creating payment request for club bills.
- Attending Phone Call, Scanning, Filing Correspondence etc.

**Interpersonal Skills:**

- Positive Attitude.
- Confident and Determined.
- Effective time Management.

**Personal details:**

Father Name	Sindhu V Gudasalamani
Date of Birth	15-01-2003
Gender	Female
Nationality	Indian
Marital status	Single
Languages Known	Kannada, English, Hindi
Permanent address	Chungin Oni Ward No 04 Guledagudda-587204 Bagalkot

**Declaration:**

I hereby declare that the above furnished information is true to the best of my knowledge and if given an opportunity. I promise to give the best of my abilities to the organization.

Yours faithfully,

(Sindhu V G)

Place : Bangalore

Date :