

Keerthana A

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Objective:

Aim towards achieving the targets of the organisation by applying my best technical skills, to overcome the given challenge, to attain the higher growth and progress of the organization and thus, by striking the right balance between learning and implementing. Leading and working with zeal and motivation.

Educational Qualification:

- Completed Post Graduation in Computer Science (MSc) from JSS College affiliated to Mysore University in 2020.
 - Completed Under Graduation in BSc Computer Science (PMCs) from National Institute of Engineering (NIE) First Grade College. Mysore
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Academic Projects

Title : Currency Converter and Detector

Duration : 6 months

Technologies Used : Android and Java

Title : Plant Leaf Disease Detection

Duration : 6 months

Technologies Used : Android

IT Skills:

- **Computer Languages:** C, C++, C#, Java, Python, PHP, Android
 - **Database:** My SQL
 - **Web Technologies:** HTML
 - **Operating System:** Windows
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Achievements and Extra Curriculum:

- Diploma in Financial accounting.
- Completed Dakshina Bharat Hindi Prachar Sabha, Madras
 - Prathamik Examination
 - Madhyama Examination
 - Rashtrabhasha Examination

Professional Strengths:

- Adaptive to the new environment.
- Punctual, dedicated and workaholic.
- Ready to learn new things.
- Self-motivated and positive thinker
- Polite and self- confident.

Working Experience :

CENTUM LEARNING Ltd. Project Coordinator(IOCL)	Dec 9,2021 to till date
iAmbition Inc., Training coordinator	Sep 2020 to Dec 5, 2021
Vidyarthi Academy Coordinator	2017 – 2020 July

Roles and Responsibility:

- Preparing the training calendar and scheduling the training.
- Proactively follow-up with customers and escalate issues as necessary.
- Assists in the development of training activities and documentation to operational support processes.
- Arranging required materials for the training course and coordinating with the clients and trainers.
- Preparing invoices and communicating the same to clients.
- Billing the client and follow up with the clients.
- Manage the filing ,storage and security of documents.
- Collecting daily reports from the trainers and reporting to the project manager.
- Recruiting new trainers according to the requirements.
- Collecting the feedback of the training from the clients to maintain quality in trainings.
- Coordination with Client -Candidate, Sourcing, Screening, Short-listing Profiles, Candidates Tracking, Follow-up, processing CV's, Updating, and Maintaining Internal Database etc.

Personal Profile:

Name : **Keerthana A**
Date of Birth : **27th November, 1996**
Gender : **Female**
Address : **# 303 7th main 1st stage
Ananda Marga Siddhartha
Nagar Mysore-570011**
Nationality : **Indian**
Marital Status : **Married**
Languages : **Kannada, English, Hindi**
Contact number : **8762142001**
Email address : **keerthana27111996@gmail.com**

Declaration:

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

Date:

Place: Mysuru

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