

DEEKSHA SHETTY



Profile

An ambitious management professional with sound technical knowledge flexible to explore opportunities in management and digital business role adding value to the associated business /process.

Possessing a go getter attitude to derive results and directed to achieve goals set on daily basis.

Experience

2019 - Present SD Power Systems
Corporate Business Manager, Bengaluru
Content management for website, preparing ppt for marketing purpose, petty cash management, online listing in Flipkart and Amazon, Publishing and posting on LinkedIn, Job posting on portals Maintaining invoices and bills for accounting purposes and handling the administrative and operational activities assigned from time to time.

2017 - 2019 Jawaharlal Nehru Centre for Advanced Scientific Research
Conference Assistant, Bengaluru
Handling administration support related conference right from supporting documentation of mails ,taking care of accommodation and transportation activities to supporting the events with all logistics and necessities needed as required also supporting the budgeting

and billing activities to ensure the smooth functioning of the process.

Competences

- ✓ **Problem Solving & Critical Thinking**
- ✓ **Team Management**
- ✓ **Communication**
- ✓ **Vendor Management**
- ✓ **Resource Management & Integrity**

Technical Skills

Microsoft Word	<div><div></div></div>
Microsoft Excel	<div><div></div></div>
Microsoft PowerPoint	<div><div></div></div>
Gmail/Outlook	<div><div></div></div>

Languages

English	<div><div></div></div>
Hindi	<div><div></div></div>
Marathi	<div><div></div></div>
Tulu	<div><div></div></div>

Interests

- ♥ Loves listening to soft Bollywood music and surf internet to gain information

2012 - 2016

Paloji Technologies

HR Admin Executive , Navi Mumbai
Taking care of HR activities right from supporting recruitment, training and appraisal activities , Conducting Induction and exit process, Helping in employee engagement activities on yearly basis , helping accounts dept in payroll verification process of the employees

Education

2010 - 2012

MMS/ MBA Human Resources

University of Mumbai, Mumbai
Masters in Human Resources, Full time course

2005 - 2010

Bachelor of Science specialization in Information Technology(BSc IT)

University of Mumbai, Mumbai
Bachelors degree in Information Technology, Full time

Contact

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✉ deeksha.nikhil2016@gmail.com

Declaration

All the above information is true in best of my knowledge and can assure to prove if given a chance

Personal information

Name

Deeksha Shetty

Birthdate

29th August 1986

Gender

Female

Residence

Bengaluru, Karnataka

Nationality

Indian