

SHRUTHI H.S.
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PROFESSIONAL OBJECTIVES

Intend to build a career with leading corporate of hi-tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging & creative environment.

PERSONAL SKILLS

- Strong motivation and inherent liking for hard work.
- Good analytical & logical skills.
- Good communication skills.
- Good human resources

ACADEMIC QUALIFICATION

SL No.	Qualification	Educational institution	Total Percentage (%)
1	B.com	Don Bosco College	Have backlog
2	Pre University	Don Bosco College	268
3	SSLC	R.S. High School	52.16%

TECHNICAL QUALIFICATION

- Computer basics, **MS-Office (Word, Power Point, in excel good at formulas and Pivot table and charts)** and WebApplications.
- Tally
- Typing (Speed-35-40)

STRENGTHS

- Good leadership qualities
- Hard Working
- Flexibility
- Punctuality
- Problem solving skill.

Competencies

- Worked in a fast paced, high volume environment.
- Adapting well to the workplace
- Team player

Work Experience

- 4 years 1 month as an **Assistant Team leader** in Knowledge Splice Pvt Company.
- **Loan Review**
- **FEI**
- **Policy Production (California, Washington, Tennessee, Ohio)**

Responsibility and duties

1. I was maintaining the team of 8-10 employees
 2. Interacting with client through E-mails
 3. assigning the orders to all and make sure the target of clients has been completed.
- 1 year 6 months as a **Process Analyst** in V4 Infotech
 - **Typing**
 - **Title Search (COS, 2 Owner and Full search)**
 - 2years 5 months as a **Process Analyst** in Naptico Services
 - **Title Search (COS, 2 Owner and Full search)**
 - 1 years 11 months as a **Credit Controller** in Naptico Services
 - **Accounts Department**

Responsibility and Duties

1. Sending invoices to clients and make sure all the invoices has been paid fully.
2. If any delay in payment follow up on particular invoices
3. Purchasing the subscription for the employees for which its required
4. Maintaining the data of expenses which is spent extra to complete the order than agreed charges in excel
5. Maintaining the full data of all orders we have completed for the month
6. Interacting with clients through E-mails and also rarely through calls when its required.

OTHER DETAILS

Father Name	Srinivas HT
Date of Birth	11 th June 1991
Status:	Married
CONTACT	8105927328
Nationality	Indian
Linguistic Ability	English, Kannada, Telugu & Tamil

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge. And I am also confident of my ability to work in a team.

Date: Till Date

Place: Bangalore

(Shruthi HS)