

# **Kamala Meenakshy B.**

Sai Hi-Tech PG, 10<sup>th</sup> Main,  
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**Seeking entry level position in Finance for an MBA (Finance & HR) graduate, with minor exposure in Accounting, Finance and Human Resource Management.**

## **Objective**

To emerge as a hard core Finance Professional and prove myself as an important part of the organization by the achievement of given target and to work in challenging project that will utilize my educational background and expand my knowledge.

Location Preference: Bangalore, Chennai, Mumbai, Pune and Hyderabad.

## **Summary**

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- **2.7 years** work experience as an **Assistant Accountant** at SSTA Logistics Pvt., Ltd., Hospet, Karnataka.
- **2 years** work experience in **Recruitment** and **Financial Accounting** activities at Doon Public School, Hospet, Karnataka.
- Pursuing MBA with specialization in **Finance & HR** from Bangalore University, Bengaluru.
- Successfully completed the internship on “**Human Resource Management**” at St. John’s Research Institute, Bengaluru.
- MBA major project on “**Study of Performance Appraisal System at St. John’s Medical College**”, Bengaluru.
- MBA minor project on “**The Impact of Multi-National Corporations on Small-Scale Industries in India**”.
- Tally 9.0, SPSS, MS office.

## **Education**

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- **Master of Business Administration** with specializations in **Finance** and **Human Resource Management**, from RJS Institute of Management Studies under Bangalore University in 2018 (awaiting for final semester results).  
Result: First-class with distinction up to 3<sup>rd</sup> semester.
- **Bachelor of Science**, Gulbarga University in 2006.  
Result: First-Class.

## Work Experience

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- **Assistant Accountant at SSTA Logistics Pvt., Ltd., Hospet, Karnataka.**  
Responsibilities:
  - \* Cash receipts
  - \* General ledger
  - \* Data Entry (Excel and Tally)
  - \* Taking care of all filing work
  - \* Attending the customer phone calls.
- **Assistant Accountant at Doon Public School, Hospet, Karnataka**  
Responsibilities:
  - \* Monitor and analyze accounting data and produce financial reports or statements
  - \* Establish and maintain fiscal files and records to document transactions.
  - \* Year-end process
  - \* Cash receipts
  - \* Accounts payable/receivable
  - \* General ledger
  - \* Payroll
  - \* Recruitment

## Internship

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### **Title: Human Resource Management**

Organisation: St. John's Research Institute (HR Department)

Role: HR Intern

Responsibilities:

- Job description
- Conducting interviews
- Appointment
- Updating candidate profile
- Payroll
- Leave management
- Settlement
- PF & EIC

## Academic Projects

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### **Project 1**

**Title: "A Study on Performance Appraisal System at St. John's Medical College"**

Organisation: St. John's Medical College

Duration: 3 months

- Conducted a study on the performance appraisal system followed at St. John's medical college.

- Conducted personal interviews with their employees to understand the appraisal system in existence.
- Designed a questionnaire to learn if the employees are satisfied with the current appraisal system.
- Provided suggestions and feedback to the St. John's medical college to improve on some of the drawbacks with the existing system.

## **Project 2**

**Title: "The impact of multi-national corporations on small-scale industries in India"**

Duration: 3 months

Target group: Graduates, entrepreneurs & employees from small-scale industries from Hospet, Karnataka.

- Gained in-depth knowledge about the challenges faced by small-scale industries (SSI's) in India.
- Aggregated the possible solutions to boost the fate of SSI's fate in India.

## **Extra-curricular Activities**

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- SPSS
- Tally 9.0
- MS office 2010
- Senior English Type-writing

## **References**

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Dr. (Mrs.) Pratima Pandey  
Head of MBA department,  
RJS Institute of Management Studies,  
Koramangala, Bengaluru,  
Karnataka -560034. India.  
Phone No. 9620618850.

Mr.Giridhar Rajagopal  
Placement Cell,  
RJS Institute of Management Studies,  
Koramangala 3 Block, Koramangala,  
Bengaluru, Karnataka - 560034, India.  
Phone No. 9972642772

## **Personal Details**

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Date of Birth: 31-Jul-1984

Linguistic Abilities: English, Hindi, Kannada, Tamil, & Telugu.

## **Declaration**

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

**(Kamala Meenakshy B)**