

KRATHIKA ATTAVAR

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OBJECTIVE

Seeking a challenging position in Human Resources field, where my experience and skills can be further developed and utilized, thereby contributing to the growth of an organization.

PROFILE

- **Project Coordinator/Accountant Assistant** in charge of assisting our Project Managers in organizing ongoing projects. This task involves monitoring project plans, schedules, work hours, budgets and ensuring that project deadlines are met in timely manner.
 - Maintaining and monitoring project plans, project schedules, work hours and budgets.
 - Documenting and following up on important actions and decisions from meetings.
 - Preparing necessary presentation materials for meetings
 - Ensuring project deadlines are met.
 - Determining project changes.
- **Accountant Assistant** in charge of assisting Senior Accountant. Working with journals , sales, Petty cash and purchase ledgers
 - Preparing of financial reports.
 - Preparing Journal entries
 - Preparing Sales and Purchase ledgers
 - Handling petty cash
- **HR Professional with 2 years** of experience as Human Resources Administrator & Office Administrator, Management Training, & Customer Support who provides top-notch service, sets high standards, and exceeds expectations.
 - Detail– oriented, efficient and organized professional with extensive experience in HR Dept.

- Possess strong analytical and problem solving skills, with ability to make well thought decisions.
 - Highly motivated, trustworthy and problem-solver.
- **Assistant Professor with 2 years** of experience teaching Graduate and Post Graduate courses. Actively participate in continued learning through conferences and professional research.
- Passion for connecting students to learning modalities that incite their interest in the Humanities
 - Skilled at explaining and explicating material in a manner that students of varying levels can digest
 - Pleasant personality to connect with students and colleagues

AREA OF EXPERTISE

- | | |
|-----------------------------|------------------------------------|
| ➤ Recruitment | ➤ Reward and Recognition |
| ➤ Training and development | ➤ Scheduling and support |
| ➤ Human resource management | ➤ Creating worksheets and reports |
| ➤ Employee relations | ➤ MS Word, MS Excel, MS PowerPoint |
| ➤ C Programming | ➤ C++ Programming |
| ➤ Tally ERP 9 | ➤ Web programming |

EDUCATIONAL QUALIFICATION

- **Master of Technology (M.Tech)** in Computer Science and Engineering from Visveswaraya Technological University
- **Bachelor of Engineering (B.E)** in Information Science and Engineering from Visveswaraya Technological University.

ADDITIONAL COURSE

- **Post Graduate Degree in Human Resource Management(PGDHRM)** from Mangalore University

ACHIEVEMENT

1. International Journal

- “Approved TPA along with Integrity Verification in Cloud”, **IJCAT-International Journal of Computing and technology, Volume 5, Issue 5, May 2016, ISSN: 2319-8656(Online), www.ijcat.org.**

2. National Level

- “Ensuring third party auditing and integrity verification in cloud computing ”, JNANA darpan 2016, on 25th April 2016 , at Srinivas School of Engineering, Mukka, Mangaluru.
- “Ensuring third party auditing and integrity verification in cloud computing with finegrained updates”, Technocracy'16, on 13th May 2016, at Shree Devi Institute of Technology, Kenjar, Mangaluru.

PROFESSIONAL EXPERIENCE

Company 1



Al Riyad Group
Umm Al Hassam
Kingdom of Bahrain

Project Coordinator / Accountant Assistant

March 2019 to Present

- Provide analytical support to Manager in executing assigned projects.
- Plan and coordinate project activities for timely completions.
- Interact with various teams to coordinate project activities.
- Participate in project design meetings and recommend improvements if needed.
- Work with Manager in change order management, project tracking and document control activities.
- Track project progress and ensure all project activities are completed on-time.
- Monitor project schedules regularly to determine any delays or deviations.
- Develop project reports for management and clients.
- Analyze and resolve project issues in a timely and accurate manner.

Company 2



Shree Devi Institute of Technology

Kenjar, Mangalore

Karnataka

India

Assistant Professor

August 2017 to December 2017

- Prepare syllabi, curricula, reading materials, tests, and quizzes.
- Create curricula in accordance with departmental standards.
- Publish papers in professional journals through extensive research.
- Chair panels at professional conferences and present academic papers.
- Regularly meet with students during office hours to address concerns and offer feedback.
- Provide letters of recommendation and other referrals to students pursuing further programs.
- Grade exams and papers, giving detailed feedback.
- Keep thorough records of student scores and attendance.

Company 3



Amrutha College

Padeel Mangalore

Karnataka, India

Lecturer

August 2013 – Jan 2014

- Led discussion groups for students taking lecture courses.
- Created discussion questions and facilitated interactions, both in class and on the web portal.
- Included original classroom activities, such as reading and discussing supplemental material.

- Dispersed, collected, and graded all assignments, including papers, quizzes, and tests.
- Inputted all student records into database.
- Met regularly with other teaching assistants and lecturer to discuss progress and address concerns.
- Maintained supportive and friendly relationships with other teaching assistants.

Company 4



Sourcepage Technologies Pvt.Ltd

Kankanady Mangalore

Karnataka

India

Human Resources Administrator

July 2011 – September 2012

- Recruiting staff - this includes developing job descriptions and person specifications, Preparing job adverts, checking application forms, short listing, interviewing and selecting candidates
- Developing and implementing policies on issues such as working conditions, performance management, equal opportunities, disciplinary procedures and absence management
- Preparing staff handbooks
- Advising on pay and other remuneration issues, including promotion and benefits
- Negotiating with staff and their representatives on issues relating to pay and conditions
- Dealing with grievances and implementing disciplinary procedures
- Planning, and sometimes delivering, training, including inductions for new staff, analysing training needs in conjunction with departmental managers

PERSONAL DETAILS

Name : Krathika Attavar

Nationality : Indian

Marital Status : Married

Languages Known : English, Hindi, Kannada, Tulu & Malayalam

PASSPORT DETAILS

Passport no : S 2333577

Date of Expiry : 14/05/2028

Place of Issue : Bengaluru

DECLARATION

I hereby declare that the above furnished statements are true to the best of my knowledge and belief.

Place: Kingdom of Bahrain

Name: Krathika Attavar.

Date: