

# KIRTHI GALGALI

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## SUMMARY

A motivated and enthusiastic recent graduate with strong communication, teamwork, and problem-solving skills. Eager to contribute to a collaborative work environment and grow through hands-on experience. Dedicated to delivering quality results and continuously learning

## SKILLS

- **Communication:** Effective verbal and written communication skills developed through academic presentations and group projects.
- **Teamwork:** Proven ability to work collaboratively in team settings, contributing to shared goals.
- **Problem-Solving:** Strong analytical skills used to resolve challenges during academic projects.
- **Time Management:** Ability to manage time efficiently to meet deadlines, demonstrated through successful project completions.
- **Customer Service:** Basic experience in customer interactions and relationship management.
- **Adaptability:** Quick learner who can adjust to new tasks and environments with ease.
- **Attention to Detail:** Meticulous approach to tasks, ensuring accuracy and completeness.
- **Leadership:** Experience leading group projects, demonstrating initiative and organizational skills.
- **Multitasking:** Skilled in handling multiple responsibilities simultaneously in a fast-paced environment.

EDUCATION	2020 - 2022
Master of Computer Applications (MCA)	
• Rani Chennamma University, Belagavi	
Bachelor of Computer Applications (BCA)	2017 - 2020
• KLE College of Arts, Commerce & Science	

## PROJECT

- **Leadership Project:** Led a group of 5 in a university project focusing on community outreach. Managed the planning, execution, and presentation of the project, enhancing leadership and teamwork skills.
- **Customer Interaction Study:** Conducted a study on customer service best practices as part of a course. Analyzed different customer service models and provided a report with recommendations.
- **Time Management Workshop:** Participated in a time management workshop, which improved my ability to prioritize tasks effectively.

## EXTRACURRICULAR ACTIVITIES

- **Volunteer Work:** Participated in community service projects, improving organizational and teamwork skills.
- **Student Mentor:** Acted as a mentor for junior students, helping them navigate their academic journey.