

ARPITHA C V

Chindagirikoppalu village
Ballenahalii post
Srirangapattana taluk
Mandya district
571807
7829441936
arpithacv97@gmail.com
10/12/1997

OBJECTIVE

To continue my career with an organization that will utilize my MANAGEMENT, SUPERVISION & ADMINISTRATIVE skills to benefit mutual growth and success.

SKILLS

- Communication
- Time Management
- Business Management
- MS Excel
- MS Word

INTERESTS

- Admin
- Human Resource
- Accounting
- Banking
- Business Management

LANGUAGE

- Kannada
- English
- Hindi

EXPERIENCE

09-01-2020 - Till

Taluk Office Srirangapattana

Data Entry Operator

- Creating and drafting sale agreement and sale deed once sale is done.
- Co ordinating with bank executive for loan process.
- Maintaining good relationship with customer from post sales.
- Uploading sale deed in kaveri online app for registration and registration date schedules.
- Providing require documents for any related legal and bank process based on the customer requirements.
- Calculating payment after post sales.

EDUCATION

2019

Government college Mandya University of Mysore

M.Com

Grade - 72.10%

2017

Maharani's Commerce and Management College for Women Mysore. University of Mysore.

B.Com

Grade - 81.33%

2014

Government P U College Srirangapattana

PUC

Grade - 84.67%

2012

Government High School Ballenahalii

SSLC

Grade - 70.24%

HOBBIES

Reading Books

Cooking

Learning Languages

PROJECT

"A STUDY ON FINANCIAL PERFORMANCE EVALUATION OF PUBLIC SECTOR UNITS WITH SPECIAL REFERENCE TO BHARAT HEAVY ELECTRICALS LIMITED"

COMPUTER KNOWLEDGE

Fundamentals of Computer

Tally

MS Excel

MS Word

ACHIEVEMENT

College Topper in 2014 Batch - Govt PU College Srirangapattana

DECLARATION

I hereby declare that information provided is true to the best of my knowledge and belief

Signature: _____

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