

# **RESUME**

Arpitha. HD  
#98/99, Srikalabhairaveshwara Nilaya  
Javaranadoddi, Marappa layout  
Rajarajeshwari Nagar, Bangalore - 560098  
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## **OBJECTIVE**

To be associated with an esteemed organization which provides me a challenging career that assists in enhancing my skills and achieving the goals of the organization.

## **EDUCATIONAL QUALIFICATIONS**

COURSE	BOARD/UNIVERSITY	COLLEGE/ INSTITUTION	YEAR OF PASSING	MARKS %
<b>B.Com</b>	Bangalore University	SLN Degree College of commerce and Arts	2017	48%
<b>PUC</b>	Karnataka PU Board	Govt. Girls College	2011	53.66%
<b>SSLC</b>	K.S.E.E.Board	S.G.M High School	2009	75.52%

## **WORK EXPERIENCE**

- Evaluationz India Pvt ltd:** Worked as Process Associate from March 2015 to June 2016.
- KYS Infosystems Pvt ltd :** Worked as Back office executive cum Data entry executive from 10 months (Contract).
- Singh Mehendi Industries:** Currently working as a Senior Back office executive from November 2017

## **HOBBIES**

- Hobbies include reading newspaper, pencil sketching, Trucking, Attending Camps and Playing throw ball and Kho-kho.

## **STRENGTHS**

- Good domain knowledge.
- Ability to adapt myself to any kind of environment
- Ability to work under stress & dedicated to work
- Positive thinking & friendliness
- Strong Communication skill

## Computer Skills

- Basic knowledge on Microsoft Excel, Word, PowerPoint,
- Basic knowledge on Tally
- Accessing the Internet, Using Email, English Typing, Computer operating, Data Entry

## Principal Duties and Responsibilities

- Handling mails from HOD & CRMs.
- Verifying I'd checks, Database checks and Court records.
- Cross verification of issued documents.
- Maintain Excel reports, Documentation.
- Follow-ups and outlooks, Possibly maintaining the company social media accounts
- In KYS info systems – Import Questions, Accounts activity, Back office activity and handling mails and interact with vendors to create account in QuickBooks software (Corporate field).
- Singh Mehendi Industries – Back office works, Preparing sales reports and Attendance with Salary reports, handling customers issues and maintain client requirements, Data Entry.
- KYC verification and updating the details in the applications. Good knowledge in Banking transactions (NEFT/RTGS/IMPS/or any other E-mode), Coordination with vendors, Distributors, Helping to HR in Recruitment, employees joining formalities, HR related works
- Handling Computer Operating, Administration works, Answering incoming calls; taking messages and re-directing calls as required, Office Executive, Dealing with email enquiries.
- Handling Marketing team reports in Software and SO's/SE's.
- Eye on Under Receptionist and Admin activates.

## PERSONAL DETAILS

Name : Arpitha. H D  
Date of birth : 17-01-1994  
Sex : Female  
Married Status : Single  
Nationality : India  
Languages known : Kannada, English and Hindi

## DECLARATION

I hereby declare that the above information furnished by me is true to the best of my knowledge & belief.

Date:

Place:

(Arpitha H D)

