

CURRICULUM VITAE

CHAITRA K S

S-2, Adithya Residency, Gollahalli,
J.P. Nagar 9th Phase,
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➤ OBJECTIVE:

To work in a challenging & innovative field that provides me an opportunity of learning & using my creativity, knowledge & professional skills proficiently, paving my path to company's as well as my growth & progress.

ACADEMIC DETAILS:

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| ▪ School | : | X |
| ▪ Board | : | Karnataka secondary education examination board,
Karnataka (State), INDIA |
| ▪ Name of the institution | : | St.Joseph's High School Somwarpet,
Kodagu, Karnataka (State), INDIA |
| ▪ Year of passing | : | 1999 |
| ▪ Percentage obtained | : | 60.12% |

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| ▪ College | : | XII |
| ▪ Board | : | Karnataka P.U Board, Karnataka (State), INDIA |
| ▪ Name of the institution | : | St Philomena PU College, Puttur,
Dakshina Kannada, Karnataka (State), INDIA |
| ▪ Year of passing | : | 2000-2003 |
| ▪ Percentage obtained | : | 58.54% |

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| ▪ College | : | BACHELOR OF COMMERCE (I-VI Sem) |
| ▪ University | : | BANGALORE UNIVERSITY , Bangalore |
| ▪ Name of the institution | : | BHS FGC, Bangalore, Karnataka (State), INDIA |
| ▪ Year of passing | : | 2004-2007 |
| ▪ Percentage obtained | : | 53.67% Aggregate |

➤ WORK EXPERIENCE:

- ❖ Working in **Bagmane Developers Pvt Ltd**, Bangalore, Karnataka as **Senior Executive- Contracts** from July 2010 to April 2018.
- ❖ Worked in ADFC (Sister Company of HDFC) as **Personal Banker** from Aug 2008 to Nov 2009.
- ❖ Worked in Way 2 Wealth as **Branch Office Admin** from July 2007 to Aug 2008.

➤ **KEY RESPONSIBILITIES:**

- ❖ Sending enquiries to vendors, for the BOQ received from user department.
- ❖ Preparing comparison for all the packages.
- ❖ Co-ordination with vendors for quotation.
- ❖ Preparing and issuing work orders for finalized works, variations, amendments and Extensions for NT items.
- ❖ Co-ordination with vendors for order acceptance.
- ❖ Fixing up the meeting for negotiations.
- ❖ Issuing E-Sugams for the materials.
- ❖ File Management.

➤ **TECHNICAL SKILLS:**

- ❖ Can efficiently use Microsoft office, AUTO CAD.
- ❖ Packages: Microsoft office (Good in MS Excel), Tally 6.3.
- ❖ ERP Software.

➤ **PERSONAL PROFILE:**

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|--------------------------|---|--------------------------|
| ❖ Full Name | : | Chaitra K S |
| ❖ Father's name | : | Srikantaya K O |
| ❖ Mother's name | : | Kowshalya H V |
| ❖ Husband Name | : | Srinidhi C |
| ❖ Date of birth | : | 19/08/1985 |
| ❖ Sex | : | Female |
| ❖ Marital Status | : | Married |
| ❖ Linguistic Proficiency | : | Kannada, English, Hindi. |

➤ **ACTIVITIES OF INTEREST:**

- ❖ Travelling
- ❖ Listening to music
- ❖ Social Networking
- ❖ Dancing

➤ **PERSONAL SKILLS:**

- ❖ Leadership quality
- ❖ Quick Adaptability
- ❖ Bold and confident
- ❖ Quick learner
- ❖ Hard working
- ❖ Team worker
- ❖ Time management skill
- ❖ Optimistic
- ❖ Sportsmanship.