

## **ARPITHA H R**

**Mobile:** 7795312601

**Email:** [appishetty26@gmail.com](mailto:appishetty26@gmail.com)

Koramangala, Bengaluru



### **CAREER OBJECTIVE:**

To pursue a challenging and growth oriented career in an organization that offers opportunities to learn & grow by delivering the results.

### **CAREER SUMMARY:**

- A detail oriented professional with good knowledge of basic accounts possesses experience of 1 year in preparing the documents, such as monthly reports and financial statements
- Perform administrative duties, such as maintaining schedules, providing telephone support, filing, transcription and the production of forms.
- Admirable capacity to improve and maximize overall business and finance function integration through effective communication process.
- Experienced in keeping the records of daily financial transactions and analyzing the financial aspects of organization.
- Innovator with creative skills and experiences to improve overall business processes.
- Handled the sales of Permanent residency visas for Canada, Australia and Denmark.
- Responsible for counseling people over phone or in person about the product and closing the sale.
- Involved a part of admin work like getting the Service Agreement signed and uploading them for the processing team to take over.

### **ACADEMICS:**

- Certification in Tally 9.0
- B.com from Sri J.C.B.M College, Sringeri

### **COMPUTER LITERACY & SKILLS:**

- MS-WORD 2013, MS-Excel, MS-PowerPoint, Tally 9
- Completed Tally ERP 9 certification training from SYSTEMS DOMAIN PVT LTD

### **PERSONALITY TRAITS:**

- Strong analytical and problem solving skills.
- Good communicational skills
- Highly trustworthy, discreet and ethical.
- Ability to work under pressure
- Willingness to learn, hardworking, dedicated, and punctual.
- Quick learner & a Good Team player.

### **PROFESSIONAL EXPERIENCE:**

**Imarticus Training Institute, Bengaluru**

**Aug 2017-Present**

- Worked as a Career Advisor for a professional education institute offering certified industry-endorsed courses in Data Science & Data Analytics, Machine Learning, Finance Courses, Business Analysis, PG Programs in Data Analytics & Wealth Management.

- Used aptitude and achievement assessments, to help clients evaluate their interests, skills, and abilities.
- Evaluated clients' background, education, and training, to help them develop realistic goals.
- Guided clients through making decisions about their careers, such as choosing a new profession and the type of certifications to pursue.
- Helped clients learn job search skills, such as interviewing and networking.
- Assisted clients in locating and applying for jobs, by teaching them strategies to find openings and assisting them on interview preparations.

**Morevisas Immigration services Pvt. Ltd., Bengaluru**

**Dec 2015 to April 2017**

- Worked as an Immigration Consultant for International Recruitment like taking counseling of candidates willing to migrate to European Countries like Australia, Canada, Denmark, Hong Kong, Germany etc.; through Permanent Resident Visa, exposure to all the Job Portals, Administration work, Visa processing, etc.
- Short listing the candidates and having face to face discussion with regards to overseas opportunities.
- Reviewing their CV's and guiding them which country will be suitable as per their profile.
- processing the initial step for their immigration, Initiating cases, gathering documents from the clients.
- Corresponding with foreign nationals and clients and providing first level review of document inputs.
- Maintaining the collaboration with the case team members to derive trends, conclusions and recommendations based on the analyses.

**BlueSquare Management Consultant India Pvt. Ltd., Bengaluru**

**Dec 2013 to May 2015**

- preparing the documents, such as monthly reports and financial statements
- Perform administrative duties such as, maintaining schedules, providing telephone support, filing, transcription and the production of forms.
- Experienced in keeping the records of daily financial transactions and analyzing the financial aspects of organization.

**Previous: Worked as Marketing Lead with Consumer World from Dec 2010 to July 2013**

**Extra- curricular activities:**

- Participated in college and school level debate and essay competition and received applaude.
- Participated as volunteer in college FESTs
- Hosted cultural FEST's held in the College
- Event organizer in all school and college level annual day functions and other cultural events held.
- Participated in Seminars & conferences held in the college.
- Participated in intra collegiate competition in dancing, Fashion shows, mono-acting etc.,
- Was one of the Senior Volunteer's in NSS during my Graduation

**PERSONAL DETAILS:**

Date of Birth : 26-09-1989

Marital Status : Single

Languages known : Kannada, English, Tulu

Address : Ramanna Shetty,  
Sringeri-577139, Chikmagalur District

**DECLARATION:** I hereby declare that the above information is true and correct to the best of my knowledge.

Place: Bengaluru.

Your's faithfully,  
Arpitha