**Bhagyashree C. V**

Address: #95,’Shivaranjini’, 3rd cross, 1st Main, Sri Maruthinagar, Near

Maruthi School, Kothanur road, 7th Phase J.P.Nagar,

Bangalore-560078

**Mobile:** 7022615116 **Email ID:** [shreejp1315@gmail.com](mailto:shreejp1315@gmail.com)

Objective

To build a career in a reputed organization encouraging to improve my knowledge through dedicated service in the growth of the organization and enhancement in career advancement.

WORK EXPERIENCE

**Current Organization: GRID R&D, Jayanagar, Bangalore.** (May 2016 till present).

Job Title: HR Executive

Work Responsibilities:

* Sourcing and Screening from different portals.
* Scheduling interviews and follow-ups
* Recruiting / Counseling / HR Interviews.
* Maintaining database, handling reports.
* Salary negotiations.
* Initiative to resolve any kind of problems.
* Team meeting
* Good in empathetic communication

**Organization: Kasturi Group, Boloor, Mangalore.** (January 2014 to May 2014)

Job Title: Accounts Assistant

Work Responsibilities:

* Recording banking transactions of the company
* Raising E-sugam.
* Writing cheques, tallying bank statements, etc.
* Preparing official letters.

**Organization: M/s. Infra Support Engineering Services, Mangalore.** (Jan 2010 to April 2010)

Job Title: Office Assistant

Work Responsibilities:

* Responsible for organizing and coordinating with the engineers for the office meetings.
* Handle records of the progress of work in the site.
* Handle employees’ leave records.
* Responsible for data entry, reports and record maintenance.

Academic profile

1. **Educational Qualification:**
   * **Master of Business Administration in Finance (August 2010 - May 2012)**Mangalore University, from Srinivas Institute of Management Studies, Mangalore, Karnataka State.
   * **Bachelor of Business Administration (June 2006 – May 2009)**Mangalore University, from Sri Ramakrishna College, Mangalore, Karnataka State.
2. **Computer Literacy:**
   * Basic Computer Skills: Windows, MS Office Package (Word, Excel, PowerPoint) and Internet
   * Business Management Software: Tally. ERP 9
3. **Project Accomplished in MBA:**
   * Year: 2012
   * Project Title: Analysis of Loans and Advances for 5 years with reference to Corporation Bank.

EXTRA CURRICULAR ACTIVITIES

* December 2010: Participated in "MEGA INDIA - 2010" College Fest held at Srinivas Institute of Management Studies.
* Year 2011: Participated in “MAGMA – 2011” College Exhibition.

PERSONAL SKILLS

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| --- | --- | --- |
| * Interpersonal Skills | * Communication Skills | * Honest |
| * Hard Working | * Optimistic |  |

HOBBIES

|  |  |  |
| --- | --- | --- |
| * Drawing & Painting * Travelling | * Reading books | * Listening to Music |

PERSONAL Information

Name : Bhagyashree C. V

Date of birth : 26.10.1988

Gender : Female

Marital Status : Married

Nationality : Indian

Languages Known : English, Kannada, Hindi

**Date** :

**Place** : **(BhagyashreeC. V)**

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