

CHAITHRA M

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EXECUTIVE SUMMARY

An aspiring analyst professional with Post Graduation in Finance and Human resources industry abilities in handling multiple priorities, projects and possessing a genuine interest in career and professional development. Quick learner and having a keen aptitude for learning and applying new knowledge resources effectively. Comprehensive knowledge base and displayed notable soft skills and ability to handle extremely stressful situations.

EDUCATION

Year	Course	University	Address	CGPA/ Percentage (%)
2018-2020	MBA (Finance and Human Resources)	East West Institute of Technology	Bangalore, India	7.20
2015-2018	BCOM (Commerce)	MES Institute of Management	Bangalore, India	6.67
2013-2015	PU	VVS PU College	Bangalore, India	77.17 %
2013	SSLC	Good Will English High School	Bangalore, India	84.80 %

ORGANIZATIONAL EXPERIENCE

Designation: Junior Service Assistant

Company: Coface India Credit Management Services Pvt Ltd., (From 13 June 2022 to till date)

- ◆ Analyzing and ensuring the data provided is accurate.
- ◆ Presenting financial data from records to report.
- ◆ Perform weekly reconciliation and make adjustments where needed.
- ◆ Ensuring the delivery of the report is within the TAT.
- ◆ Ensuring error rate/accuracy are in line with the group standards and Compliance.
- ◆ Handling the team members and giving training to non-tenure people to improve skill set and quality with regard to the process.
- ◆ Providing 100% Client Satisfaction on scores and recommendations.

Designation: Data Entry Operator

Company: Commercial Tax Department, Government of Karnataka (From December 2021 to May 2022)

- ◆ Analyzing the company profile and financial details in Goods and Services website.
- ◆ Calculation of Interest for (CGST, SGST, and IGST).
- ◆ Preparing Notice reports for the unfiled companies.

Designation: Relationship officer

Company: HDB Financial Services (November 2020 – December 2020)

CERTIFICATES

- Completed Business & Data Analytics Course at Academy of Professional Learning & Certifications.
- Completed Level 1 Korean Language at Indo-Korean Centre, Pune.
- Pursuing Power BI Course at TECH TIP24.
- Pursuing SQL Course at Micro Degree.

OTHER CERTIFICATES

- Certification of participation on 4 hours of Data Analytics using Power BI Workshop with END-TO-END Project Organised by TECH TIP24.
- Certification of completion of 6 days Korean Language Online Workshop by the Head Instructor Mr. Rakesh Kumar.
- Completed Basic of Computer at Smart-Age Infotech.
- Completed Tally ERP 9 at Smart-Age Infotech.
- Certification of participation on Implication of Goods and Services Tax (GST) at East West Institute of Technology.

PROJECTS

- IBM HR Analytics Dashboard in Excel.
- Hotel transaction data analysis using SQL.
- Covid Data project using SQL.
- Sakila project using SQL.
- US population report using POWER BI.
- E-commerce sales report using POWER BI.
- Organization study at Macro Precision components.
- A freelance MBA project on 'A study on the performance of financial inclusion programs at Bangalore rural districts.

SKILLS

- Excel, My SQL, Power BI.
- Credit Analysis, Score & Credit recommendations.
- Data Mining, Data Analysis, Financial Analysis, Business Analysis.

ACHIEVEMENTS

- Received appreciation from the team leaders as well as management for scoring 100% quality and completing the project before the estimated time.
- Achieving the vision and mission of the team.

LANGUAGES KNOWN

Languages	Read	Write	Speak
English	✓	✓	✓
Kannada	✓	✓	✓
Hindi	✓	✓	✓ (Elementary level)
Korean	✓	✓	✓ (Elementary level)

Address : No. 83/84, 1st Main, 3rd Cross, Srigandhanagar, Doddanna Industrial Area, Hegganahalli, Bangalore - 560091

Father Name : Murlikrishna M B

D.O.B : 09 December 1997

DECLARATION

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

Place : Bangalore

Date :

Your's Sincerely
Chaithra M