

JITHYA AS



HR EXECUTIVE- ONLINE MARKETING- ACCOUNTANT

ABOUT ME

DOB: September 02
1996

Age: 22

Gender: Female

CONTACT

NO.66

4th cross, 3rd phase

Duggamma Layout

Leggerre

Bangalore -560058

7204492322

8281106583

HIGHLIGHTS

Planning Presentation skill
Leadership Ecommerce
Payroll Management
Detail Oriented
Photoshopping

CAREER OBJECTIVE

To be able to work for an encouraging and stable company that will assist me in developing, improving, and obtaining the necessary skills in order to become the best Human resource manager possible

“Looking to obtain a leading position of an IT Industry wing”

WORK EXPERIENCE

HR cum Online marketing Head (1Year)

Cocoon Apparels Pvt Ltd – Bangalore

- Payroll Calculation
- Maintaining HR records, managing workplace safety and employee welfare.
- Reviewing resumes and applications
- Salary Uploading
- E-commerce and website Management
- Creating catalogue/template for ecommerce sites
- Managing customer enquires through online sites

Asst Accountant (6 Months)

Sunil Mehta Marketing Pvt Ltd (Haldirams)

*Transaction Entry * Job Card Entry * Barcode Making
*Sales order making * Purchase Entry

CERTIFICATION

ENTREPRENEURSHIP
DEVELOPMENT -2016

CERTIFICATION- Bangalore

WON 1ST PRIZE FOR
MANAGERIAL SKIT-
Bangalore 2016

TALLY, EXCEL
CERTIFICATION BY ISTAR
LTD BANGALORE -2016

LANGUAGES

English Hindi

Malayalam Tamil

Kannada

INTERNSHIPS WITH

VYSHAK CONSTRUCTIONS-
Bangalore

CORLIT LEGAL - BANGALORE

SKILL FABS - BANGALORE

PEENYA INDUSTRIAL GASES

Bangalore

HOBBIES



EDUCATION

- **Diploma in Entrepreneurship Development**

(2015-2016) Maharani Lakshmi Ammanni College For women

- **BBM (3 Years)**

(2013-2016) Maharani Lakshmi Ammanni College For women

- **PUC**

(2011-2012) Don Bosco College - Wayanad

PROJECTS UNDER TAKEN

An Effective Manager

An Analysis of service offered by yes bank

An analysis of customer satisfaction on piegion cookers

A study on employee absenteeism at Raymond group

Head coordinator of ED Quiz for inter college fest

TECHNICAL SKILLS

MS Office



Tally9



HTML



Visual Basic



PERSONAL SKILLS

Attentive listening and effective
Oral communication skills



Great at Problem Solving



Good Leadership Skills



Ability to quickly create and
Apply ideas and solutions

