

SAVITHRI DEVI.G

Palliyara Madam Kodumon p.o Pathanamthitta, Kerala Pin:691555

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in <https://www.linkedin.com/in/savithri-devi-g-096645172>



SOFT SKILLS

Experienced in Microsoft Word,
Microsoft PowerPoint

Microsoft Office Specialist : Excel
associate

Risk Management

Critical Thinking

Performance Optimization

ACTIVITIES

Participated in placement training
conducted by MG University on 2019.

Participated in inter-college
competition on 2018.

Participated in Hedge placement
class conducted by Mangalam
institution on 2018.

Member of event organising
committee.

OBJECTIVE

To obtain a position in a firm that will maximize the opportunity for me to implement my skill set and knowledge as well as use my capabilities in the best way possible so that I am able to enrich my skills and aid the development of the firm I work with.

EDUCATION

DC School of Management and Technology 2019-2021

Master of Business Administration (MBA)

M C Varghese College of Arts and Science 2016-2019

Bachelor of Business Administration (BBA)

MGM Central School, Kodumon, Pathanamthitta 2014-2015

12th , Science

MGM Central School, Kodumon, Pathanamthitta 2012-2013

10th

EXPERIENCE

Alight Solution 03/03/2022 - Present

Trainee Associate / Payroll associate

Monitoring payroll process.

Confirmation of timely payroll data completion.

Work as a first point of contact in the delivery centres for client payroll/ Hr representative in managed service delivery model.

Runs payroll and control results.

Delivery of information to third parties

Payroll activities out of payroll process under and overpayment management end of the year activities.

Handles incoming calls and emails.

Handles / create tickets in payroll workspace.

Categories and prioritising of queries, requests and issues.

Hedge Equities 01/2022 - 04/2022

Intern

Jr. Business Analyst (intern)

Internship

Representing our company to our friends and family on various social media platforms.

Explaining the facts of the events to your contacts and generating sales.

Create online campaigns to increase website traffic, brand awareness, visibility and lead generation.

Aiming to meet weekly interaction and closure targets.

LUDIFO

05/2021 - 07/2021

Internship

Recruit people based on the profile shared. Maintain the daily record of the work done. Coordinate with the senior management.

PROJECTS

A report on summer internship and industry analysis of Amul .

A study on role of print media in brand promotion with special reference to Mangalam daily, Kottayam

ACHIEVEMENTS & AWARDS

Successfully completed Allison online certification course in "Fundamental concepts of financial analysis".

Successfully completed CFI certification course on "Corporate Finance Fundamentals".

Participated in Buddy Manager organizer by Mangalam Management Studies held on February 2019.

Coordinated management fest on 2018.

Microsoft office specialist : Excel.

Successfully completed " The Fundamental of Digital Marketing" certification course by Google Digital Unlock.

Awarded for successfully completing the course " Advanced Google Analytics".

REFERENCE

Prajith p.k - ""

Professor
prajith@dcschool.net
94466 80621

Dr. Deepthi Sankar - ""

Professor
deepthi@dcschool.net
94956 32821

ADDITIONAL INFORMATION

Date of Birth : 20/07 /1997

Nationality : Indian

Known Languages : English, Malayalam, Hindi

PERSONAL STRENGTH

Ability to deal with people diplomatically.

Self-motivated.

Adaptive.

Positive thinking.

DECLARATION

I here by declare that the information furnished above is true and to the best of my knowledge and belief.

SAVITHRI DEVI G