



K M GAYATHRI

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To contribute the best of my performance for the development of the company I serve for and improve my learning and application skills.

EXPERIENCE

FEB 2024-Present

HUMAN RESOURCE INTERN, Hedge Equities

- Doing internship in HR field
- Assisting in Recruitment and Selection
- Screening resumes
- Scheduling and confirm interviews with candidates
- Gathers and organizes job applications

NOV-2020 – DEC 2023

CUSTOMER RELATIONSHIP OFFICER, CSB BANK

- Worked at CSB Bank as Customer Relationship Officer in Operation and Sales.
- Responsible for account opening.
- Assisting Branch Manager in carrying out day to day activities and all general banking activities of the branch under Core Banking System environment.
- Rendering effective customer service at counter including disbursement of cash.
- Performing the duties of an officer in charge of cash, including receipt and payments, giving and signing receipts and effectual discharge of money that are paid and received.
- Authorization of debit and credit entries.

EDUCATION

MAY 2020

M.B.A, GURUVAYURAPPAN INSTITUTE OF MANAGEMENT

- Graduated with 74%.
- Electives - HR and Logistics Management

MAY 2018

B.COM, NEHRU COLLEGE OF ARTS AND SCIENCE

- Graduated with 78%.
- Professional Accounting branch.

APRIL 2014

12TH, KENDRIYA VIDYALAYA

- Passed with a percentage of 81%.

ACADEMIC PROJECTS

Title	Organization	Duration	Type of study	Outcome
Quality of Work Life of Employees	Instrumentation Limited, Palakkad	45 Days	Research and Survey	-Networking -Observational Learning

SKILLS

- Communication Skill
- Interpersonal skill
- Ability to work under pressure
- Attention to detail
- Adaptable
- Accepts criticism
- Quick learner

TECHNICAL SKILLS

- Certificate course in TallyERP9
- Basics in MS Office

ACHIEVEMENTS

1. Coordinated HR Games in UG Level Management Fest.
2. Secured 1st position in Marketing Game at National Level Management Fest at SNGIMS.
3. Secured 1st position in Business Quiz at National Level intercollegiate meet at Sri Venkateswara College of Computer Application and Management.

LANGUAGES KNOWN

- ENGLISH
- HINDI
- MALAYALAM

PERSONAL DETAILS

Father's Name : Mohanaraj .K.N
Mother's Name : Santhi S Kammath
Date of Birth : 15.11.1996