

# KARTHIKA S



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☎ 7994208215

📅 29/09/1999

🇮🇳 INDIAN

👤 SINGLE

## 🌐 LANGUAGES

ENGLISH

MALAYALAM

## 🧠 SKILLS

- Strongly committed to team-building
- Good verbal and written communication skill
- Easily understand and solve problems
- Self-motivated, hard-working individual
- Excellent interpersonal and analytical skills

## 👤 PROFILE

- Self motivated finance graduate with 7 month experience in sales and customer relationship.
- Highly detail-oriented individual, eager to contribute towards the building of a strong finance team.
- Good listener with leadership skill.
- Quick learner and motivated professional aiming to pursue a rewarding career.
- Seeking job in a challenging work environment to utilise my skills and knowledge efficiently for organisational growth.
- I also possess hands on knowledge in Tally, Microsoft Word, Excel, PowerPoint.

## 👜 PROFESSIONAL EXPERIENCE

### PEOPLES URBAN INTEGRATED FOUNDATION JUNIOR EXECUTIVE

10/2022 – 07/2023 | HARIPAD

- Attending Customer Walk Ins and addressing customer grievances.
- Verify customer's KYC & complete online registration.
- Conduct self gold valuation and inform gold loan amount.
- Manage external gold valuation process.
- Ensure to adhere to standard operations procedure of organization and maintain all important registers at branch level.

## 🎓 EDUCATION

### MASTER OF COMMERCE

NSS COLLEGE PANDALAM

12/2020 – 08/2022 | PATHANAMTHITTA, INDIA

### BACHELOR OF COMMERCE

MAR GREGORIOS COLLEGE PUNNAPRA

06/2017 – 08/2020 | ALAPPUZHA, INDIA

### HIGHER SECONDARY

MODEL BOYS HSS HARIPAD

06/2015 – 03/2017 | ALAPPUZHA, INDIA

### HIGH SCHOOL

GOVT: GIRLS HSS HARIPAD

03/2015 | ALAPPUZHA, INDIA



## COURSES

**SAP**

GTEC COMPUTER EDUCATION  
THIRUVANANTHAPURAM, INDIA



## PROJECTS

**A STUDY ON AWARENESS AND ATTITUDE ON  
NGT ACT AMONG THE PUBLIC WITH SPECIAL  
REFERENCE TO ALAPPUZHA**

National Green Tribunal Act

**CUSTOMER PERCEPTION TOWARDS INTERNET  
BANKING**



## ACHIEVEMENT

**INSURANCE 2ND POSITION WINNER - DJFM  
CONTEST**

PEOPLES URBAN INTEGRATED FOUNDATION