**CURRICULUM VITAE**

**SWATHI**

**Mail ID :** [**244844@gulfjobseekers.com**](mailto:244844@gulfjobseekers.com)

**Career Objective**

Ambitious to work in esteemed organization where I can develop myself both personally & professionally & rendering the best of my efforts with utmost sincerity.

**Professional Experience**

**SPECIALIST TRANSPORT SERVICES, DUBAI**

**Designation: Receptionist Cum Hr Assistant (Temporary for 3 months)**

**Roles & Responsibilities**:

* Responsible for supporting the HR team in a fast paced office environment, and assisting them with the day-to-day efficient operation of the HR department.
* Receive and sort daily mail/deliveries/couriers and maintaining the attendance records.
* Preparing the Etisalat bills and maintaining the OT records of the staff.
* Reviewing resumes and applications sent in by job applicants
* Scheduling interviews for job applicants
* Demonstrated ability to deal with phone and email inquiries
* Proven record of answering/forwarding calls and taking messages

**NARAYANAGURU URBAN CO-OPERATIVE BANK LTD, UDUPI**

**Designation: Junior Assistant (12-08-2014 to 11-08-2015)**

**Roles & Responsibilities**:

* Provide banking assistance to bank customers in handling their deposits and payments.
* Providing up to date information regarding the total deposits, A/C’s and loans.
* Gather and analyze financial and related data of customers.
* Looking into clearing process of cheques in the Bank, closure of fd deposits, pigmy deposits etc.
* To achieve monthly sales target in a tight corporate environment by strictly adhering to the KYC norms of RBI.
* Contributing ideas for improving marketing processes and maintaining up to date knowledge in changes in interest rates.
* Arranging for the board meetings and Executive committee meetings and preparing the detailed report of the Loan proposals passed.

**GOVERNMENT FIRST GRADE COLEGE, TENKANIDIYOOR, UDUPI.**

**Designation: Lecturer (12-12-2013 to 05-04-2014)**

**Roles & Responsibilities**:

* Involved in taking classes related to “BBM” Stream.
* Actively involved in taking regular classes as well as arranging , Seminars, group discussions and all other activities
* Involved in conducting Management Programs i.e. Group Discussions, Business Quizzes, Business Plan, JAM Session etc for enhancing the inherent Skill of the Management students.
* Managing students by providing guidance and feedback to help them strengthen their skills and knowledge base.
* Participated in the interviewing of potential students.
* Organized, implemented and monitored programmes and assessments.

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| **Educational Qualification:** | | | | |
| **COURSE** | **UNIVERSITY/**  **BOARD** | **INSTITUTION** | **YEAR OF PASSING** | **PERCENTAGE** |
| **MBA**  **(Human Resource)**  **Dual Specialisation**  **(Finance)** | Mangalore University | Poornaprajna Institute of Management, Udupi.  Poornaprajna Institute of Management, Udupi. | 2013  2013 | 74%  76% |
| **BCOM** | Mangalore University | Poornaprajna College Udupi. | 2011 | 79% |
| **PUC (commerce)** | Department of Pre-University Education | Poornaprajna PU College Udupi. | 2008 | 73% |
| **SSLC** | Karnataka Secondary Education Examination Board | Shree Narayana Guru English Medium School, Malpe. | 2006 | 84% |

**MBA Project**

**Name of company: GOLD FINCH**

**Project title: ‘**‘**A STUDY ON STRESS MANAGEMENT WITH SPECIAL REFERNCE TO GOLD FINCH HOTEL, MANGALORE**’’

**Project Description:** Studied about all the departments of the organization in a brief manner, and gave special reference to human resource management by the company, to tackle the problems of stress among the employees

**Period**: 4 weeks

**Computer skills**

Well versed with Computer Basics, MS Word, MS Excel and Tally 9.0 vat enabled.

**Achievements/Scholarship**

* Won second prize in HR event conducted at Sahyadri college of engineering and management.
* Represented Nationals in Mangalore university volleyball team in the south west zone Inter University tournament held at North Maharashtra during the year 2009-10.
* Participated in State level volleyball match held at Bangalore & won Second Prize during the year 2007-08.

**Extracurricular Activities**

* Presented a paper in the national level paper presentation contest on” Corporate Citizenship & Employee Engagement” organized by St. Joseph Engineering college, Mangalore.
* Presented a paper in the national level technical competition on “Financial Inclusion” at Vivekananda College of Engineering and Technology, Mangalore, national level Paper presentation Contest on “Emerging Trends in Indian Service Sector” at Srinivas Institute of Technology.
* Participated in national level inter collegiate fest at St. Aloysius college, Mangalore.
* Participated in the junior state level volleyball Championship held at Kothathi, Mandya.
* Active NCC Naval Cadet, Active NSS volunteer in Colleges & participated in the Environment Education Training Workshop organized by the N.S.S wing of Mangalore University.

**Hobbies:**

Reading Novels, Playing Volleyball

**Personal details:**

**Date of birth**: 21/03/1990

**Gender**: Female

**Nationality**: Indian

**Languages known:** English, Hindi, Kannada, Tulu.

**Visa Status: valid up to 3rd April 2016**

**References**

* To be provided on request.