

SHILPA S

Master of Business and Administration (MBA)

Rangenahalli, Tarikere (T), Chikkamagaluru (D) - 577144 | P: +91 6364789657 | sshilpagowda1138@gmail.com

OBJECTIVE

A creative and innovative HR and Finance fresher with excellent Human Resources management and finance skills combined with communication, interpersonal skills and leadership skills, looking for an opportunity to implement company policies and procedures that increase employee morale and create a positive work environment.

EDUCATION

KUVEMPU UNIVERSITY	Shivamogga, Karnataka Nov 2023
Master of Business Administration (HR and Finance)	Percentage: 60.5%

S.M.R FIRST GRADE COLLEGE	Shivamogga, Karnataka Aug 2021
Bachelor of Commerce (B. Com)	Percentage: 83.7%

PROFESSIONAL EXPERIENCE

- A fresher with good knowledge of the role of Human Resource Executive in an organization
- Theoretical knowledge of all HR generalist functions like, PF, ESI, Gratuity, and many other
- Excellent command on the written and verbal skills essential while recruiting the candidates
- Ability to restructure and implement financial plans for the new business development
- Proficient in all the financial aspect and policy for business aspect which includes risk analysis, finance modeling, cash flow analysis, budgeting and accounting
- Knowledge of economy, tax laws and the working of money and capital markets
- Ability to resolve queries and issues concerning pension, tax filing, insurance policies and regulations
- Possess practical knowledge of MS Office including MS Word, PowerPoint and MS Excel
- Public speaking ability to make understanding of the corporate policies and procedures.

SKILLS

- **Soft Skills:** Leadership, Presentation, Project management, Problem Solving, Active Learning, Teamwork, Communication, Negotiation.
- **Technical Skills:** Microsoft Office 365, Tally ERP 9, financial modeling, budgeting, accounting, forecasting.

INTERNSHIP

Organizational study on PSSK Ltd. Pandavapura.

A study on the management working process and procedure of the PSSK Ltd. has been done during the internship program and some suggestions given on how the company and the relationship with customers and raw material supplies can be improved.

UNIVERSITY PROJECT

A Study on Consumer Satisfaction towards Usage of Plastic Money in Public Sector.

A study has been taken based on survey that whether the usage of Plastic money has benefitted consumers positively or not. Conclusion resulted in neutral way as the usage has both benefits and feedbacks. Plastic money gives wide range of benefits in terms of non-paper use and also same way has some feedbacks on security thefts and correct way of usage and managing it.

ADDITIONAL

Languages: Fluent in Kannada and English.

Certifications & Training: Online Courses in Human Resource Management, Financial Management, Risk Management and Project Management.