

CURRICULUM VITAE

Name : DIVYASHREE
Contact No : +91 8951458635
Email : divyashetty040@gmail.com

Present Address : 4th Phase
Yelahanka New Town - 560064

Objective :

I Intend To Build A Career With Leading Organization With Commitment And Dedication, Which Will Help Create An Atmosphere For Potentiality, Efficiency And Elevation Of The Career.

Work Experience :

- Worked As Front Office Executive Cum Accounts Assistant In Rachana Travels, Mangalore For 9 Months.



Established In The Year 2008, Rachana Travels In Chilimbi, Mangalore Is Top Player In The Category Travel Agents In Mangalore.

Responsibilities:

- Telephone handle.
- Email communication.
- Invoice Preparing to corporate Clients.
- Cheque Issuing for Payment.
- Office Maintenance.
- Book Keeping.
- Bank Reconciliation Statements following.
- Ledger Maintenance in Excel.
- Mail Managements.

- Presently working As Jr. Executive cum Front Office HR & Admin Assistant In Otto Bilz India Pvt Ltd, Bangalore Rural since 1st October 2018.....



Otto Bilz India Pvt. Ltd Is A Subsidiary Of BILZ Werkzeugfabrik Gmbh & Co.KG, Germany, Started Its Operations In 1989, Manufacturing High Precision Holding Systems For Tapping, Drilling And Reaming. Aspiring To The Highest Quality And Innovation, Employees In Asia And Europe Develop And Produce Modern Solutions For Tool Clamping Applications In 34 Different Countries. Together With The Association With Subsidiaries Of The Leitz Group (Leitz, Boehlerit) And As A Competent Partner Of LMT.

Responsibilities:

- Telephone Handling & Email Communication
- Administrative Support
- Drafting Various Legal Documents
- Arranging Travel, Tickets And Refreshments
- Greeting Customers And Passing Them Through To The Correct Department.
- Assisting To HR Department For Collecting Attendance From Various Departments
- Coordinating With Vendors
- Taking Care Of Transport Bills & Coordination
- Microsoft Suite
- Invoice Bills Processing
- Front Office Maintenance
- Meeting Room & Training Hall Facilities (Food, Beverages, Etc)
- Mobile Number Facilities
- Mail Management
- Transport Arrangement
- Visa Process For Sending Company Employees Abroad
- Apprenticeship Trainee Online Enrollment & Contract Creation
- Joining Formalities
- Support other assigned functions
- Stationery Stock Maintenance

Educational Qualifications :

Course	University	Institution	Year	Percentage
B.Com	Mangalore University	Sharada College Mangalore	2017	60%
PUC	Dept Of Pre University Board Bangalore	Govt P.U. College Mangalore	2013	69%
SSLC	KSEEB	Kittel Memorial High School, Mangalore	2011	62.88%

Computer Skills :

- Basic Computer
- Nudi
- Internet
- MS Office
- Advanced Excel
- Tally ERP 9

Capabilities & Strengths :

- I Like To Work In Group.
- Positive Thinking.
- Good At Time Management.
- Believe In Hard Work And Self-Confidence.
- Self Motivated

Hobbies :

- Listening To Music
- Traveling
- Dancing
- Drawing

Personal Details :

Date Of Birth : 24-02-1996

Gender : Female

Father Name : Poovayya

Mother Name : Yamuna

Address : Jeevan Jyothi Compound, Jeppu Bappal ,
Nandhigudda, Mangalore Karnataka- 575002

Marital Status : Single

Religion : Hindu

Nationality : Indian

Language Known : English, Kannada & Tulu

Declaration :

I Hereby Declare That The Above Information Is True To The Best Of My
Knowledge And Belief.

Place :

Date :

(DIVYASHREE)