**ASHA K E-mail:** asha.k.gowda20@gmail.com

D/o Karage Gowda, #93/3 **Mobile**: +916366709832

Kannur, village and Post

Bidarahalli Hobli B’lore East Taluk

Bangalore – 562149

### Career Objective:

• Seeking a challenging and growth oriented position where I can apply my knowledge and ability to work in a team or individually with good communication and interpersonal skills.

• To secure a position with a stable and profitable organization, where I can be a member of a team and utilize my business experience to the fullest.

### Educational Qualification:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree** | **Years** | **Institute** | **Board/University** | **%** |
| BCA | 2013 | Bishop Cotton Of Professional Management | Bangalore University | 65 |
| PUC | 2010 | Jyothi composite PU college | Pre-University | 70 |
| SSLC | 2008 | Oxford English School | Board of Secondary School Education | 64.64 |

### Experience:

* **Authbridge Research Service Pvt Ltd**

 **Employment Onboarding and Screening**

 **Designation:** Senior Associate - Client Account Team

 **Tenure:** Mar 2019 to Till Date

* **Vibrant Screens Pvt Ltd**

 **Employment Onboarding and Screening**

 **Designation:** Client Coordinator

 **Tenure:** Jul 2015 to Dec 2016

* **Hinduja Global Solutions Ltd**

 **Designation:** Customer Relation Officer

 **Tenure:** Sep 2013 - May 2014

**Key Skills:**

* MS access (Excel, word, outlook, power point)
* Programming languages (C, C++, DBMS)
* Tally 0.9
* Robotic Process Automation (RPA) 8.0

**Employment Scan:**

**Job Responsibilities at Authbridge Research Service Pvt Ltd:**

\* Training new joiners based on customer service, procedure and an application tool

\* Responding client calls and mails

\* Performing follow-ups from department for report closure

\* Quality checking

**Job Responsibilities at Vibrant Screens Pvt Ltd:**

\* Trained 2 interns on customer service and procedure

\* Responding client calls and mails

\* Keep Posted excel sheet

\* Assigning cases to team member

\* Performing follow-ups for report closure

\* Quality checking

**Roles and Responsibility at Hinduja Global Solutions Ltd**

\* Sensitivity towards customer needs

\* Ownership of customer concerns

\* Empowered decision making during customer interaction

**Projects:**

* “Infrastructure service automation from cloud” ( Cloud Computing), IEEE, 2012
* “Perform search engine based on web pages” (Semantic web 3.0), Artificial Intelligence, IEEE,2013

**Achievements:**

* First prize in chess competition, college level, 2013
* Second prize in throw ball, college level, 2011

**Personal Details:**

**Date of Birth :** 20 Nov 1991

**Sex :** Female

**Nationality :** Indian

**Marital Status :** Unmarried

**Father Name :** Karage Gowda C

**Languages known :** Kannada, Hindi and English

**Hobbies :** Listening Music, Travelling and Learning new things, playing Chess

**Personal skills :** Good team player, Inspirer and hard worker

Effective Communication and written skills

Optimistic approach to problem

**Declaration:**

If I get an opportunity to work in your organization, I will put my effort to work with my highest possible level for the growth of the organization and I hereby Promise that all the statements made here are true and best of my knowledge.

**Date:**

**Place:** BangaloreAsha K