

CURRICULUM VITAE

Mrs. Suma
w/o. Pradeep B. Shetty
DIO. Gulabi K.Shetty
H.No. 4-125 (1), Hosamane, Kunjal
Neelavara Village & Post,
Brahmavar Taluk
Udupi Dist.-576213
Karnataka
9945329945/8762959945
shettysuma82@gmail.com

OBJECTIVES

Seeking challenging opportunity to make each day a learning experience while working to my fullest capability to help the organization to achieve its goals and to grow with it.

EDUCATIONAL QUALIFICATION:

Qualification	Name of the Institution	Board/University	Passing Year	% of Marks Obtained
S.S.L.C.	V K R Achrya Memorial High School, Kunjal	Karnataka Secondary Education Board	1997-98	68.80%
P.U.C.	Crossland Pre University, Brahmavar	Bangalore Board	1999-2000	61%
B.Com	Abhinav College of Arts & Commerce, Bhayander	Mumbai University	2002-03	57%

TECHNICAL QUALIFICATION:

Qualification	Name of the Institution	Certificate Course in Computer Application
Diploma in Computer	WISDOM, Brahmavar	Word, Excel, PowerPoint, Internet, Tally 9.1 Version, Kannada Typing

Application		
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PROFESSIONAL EXPERIENCE:

Name Of the Company	Working Period	Designation
Zenith Die Makers Pvt. Ltd., Kemannu	1 st June 2016 to March 2017	Sales Coordinator
Prakruti Life Science Pvt. Ltd., Kunjal	28 th September 2015 to 31 st May 2016	Business Development Officer
Gauge Sewing Machines And Spares, Bangalore	16 th April 2011 to 31 st October 2012	Sales Coordinator
CG Parivar Pvt. Ltd. Bangalore	August 2011 to 31 st January 2012	Office Association
PMC Manpower Consultancy, Mumbai	1 st January 2009 to April 2011	HR Recruiter
Noble Fire Fighting Industries, Mumbai	March 2005 to March 2008	Administrative & Marketing Asst.
United Rubber Industries Pvt. Ltd., Mumbai	December 2003 to March 2005	Assistant in Quality & Production Dept.

PERSONAL INFORMATION:

Name : Mrs. Suma
 Husband Name : Mr. Pradeep B. Shetty
 Sex : Female
 Date of Birth : 18.04.1982
 Marital Status : Married
 Children : 02
 Nationality : Indian
 Language Proficiency : English, Hindi, Kannada, Tulu and Little Marati,
 Hobbies : Reading, Singing, Surfing, Music, Communicating etc.

DECLARATION:

I do here by declare that all the above given details are true to the best of my knowledge and belief. Looking for an opportunity to prove my excellence and dedicate my services to the organization and carve-out an identity for myself.

Yours' faithfully,

Suma
Kunjal